



## City Of Stephenville, Texas

## ANNUAL BUDGET REPORT FY 2015-2016

PREPARED BY  
FINANCE DEPARTMENT  
wgv





# **City of Stephenville**

## **ANNUAL PROGRAM OF SERVICES 2015-2016**

SUBMITTED TO

**THE MAYOR AND CITY COUNCIL  
AUGUST 1, 2015**



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# **City of Stephenville**

## **Fiscal Year 2015-2016**

### **Budget Cover Page**

The following statement is provided in accordance with state law:

This budget will raise more revenue from property taxes than last year's budget by an amount of \$325,811, which is a 6.63 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$82,675.

The members of the governing body voted on the budget as follows:

**FOR:**

**AGAINST:**

**PRESENT and not voting:**

**ABSENT: None**

### **Property Tax Rate Comparison**

	<b>2015-2016</b>	<b>2014-2015</b>
Property Tax Rate	\$0.4900/100	\$0.4900/100
Effective Tax Rate:	\$0.4647/100	\$0.4824/100
Effective Maintenance & Operations Tax Rate:	\$0.4297/100	\$0.4265/100
Rollback Tax Rate:	\$0.5214/100	\$0.5317/100
Debt Rate:	\$0.0450/100	\$0.0570/100

Total Debt obligation for City of Stephenville secured by property taxes: \$ 4,335,000



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# MISSION STATEMENT

The mission of the City of Stephenville is to progressively provide cost effective programs and services that encourage the highest quality of life to our citizens.

*We dedicate ourselves to making Stephenville the most desirable place to live, work and play.*

*We envision:*

- *a safe and secure environment,*
- *an informed citizenry,*
- *educational, recreational and cultural opportunities,*
- *enhanced economic viability,*
- *a high degree of mobility and*
- *Inviting and friendly park spaces.*

*Working as a team, we pledge to be:*

- *respectful of individual dignity and rights,*
- *financially responsible,*
- *ethical and responsive to our customers,*
- *innovative in addressing community needs and*
- *An organization in which we can serve with pride.*

Quality service is the operating principle of the City of Stephenville and the responsibility of each of us. Quality means the continuous interaction and accountability of all – citizens, elected officials and staff – in the enhancement of our community vision and the improvement of city-delivered services.





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# **BUDGET OVERVIEW**



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298 West Washington Stephenville, Texas 76401-4257 (254) 918-1220

August 1, 2015

Honorable Mayor and City Council  
City of Stephenville, Texas

Dear Mayor and City Council:

I am pleased to present to you the Proposed Budget and Plan of Municipal Services for the fiscal year 2015-16. The Annual Budget and Plan of Municipal Services is the most important document that is adopted by the city council each year. In developing this document, as always, a significant amount of time is devoted by city council members and city staff. An annual budget is developed through an extensive process of reviewing requests received from citizens, various city departments, and external agencies, then prioritizing those requests in a manner that utilizes resources effectively, within fiscal constraints, while working to achieve goals set out by the city council.

## **GOALS**

A list of goals that the City of Stephenville should strive toward on an ongoing basis includes the following:

- *Ensure the Long-Term Financial Health of City Government*
- *Provide Quality Public Safety for current and future residents*
- *Sustain infrastructure enhancements with a five-year capital improvement plan*
- *Improve quality of life and appearance of the community through community partnerships and grants*
- *Active economic development by promoting development or redevelopment that efficiently uses land, infrastructure, and public services, and by implementing strategies to create and retain well-paying jobs*
- *Strong comprehensive planning to promote orderly and sustained development to increase taxable value*

This budget is intended to maintain the direction established by our citizens and the city council in order to meet the existing challenges and to effectively plan for future needs.

**CITY OF STEPHENVILLE  
MISSION STATEMENT**

***“To progressively provide cost-effective programs and services that encourage the highest quality of life for our citizens.”***

**BUDGET OVERVIEW**

The 2015-2016 Program of Services totals \$21,569,876 in expenses and \$22,022,311 in revenues including \$134,000 in capital leases to be issued to finance an ambulance and landfill equipment. Of the amount budgeted for total expenses, approximately \$16.5 million is for continued operations, \$1.6 capital replacement, and \$3.9 million for debt service. The remaining budget is related to capital projects and new programs. The total city budget has been decreased by \$486,010 compared to the 2014-15 amended mid-year budget.

Below is a summary of revenues and expenses by fund. An in-depth analysis of revenues and expenses can be found in the Financial Summary Section of the document.

***General Fund Revenues***

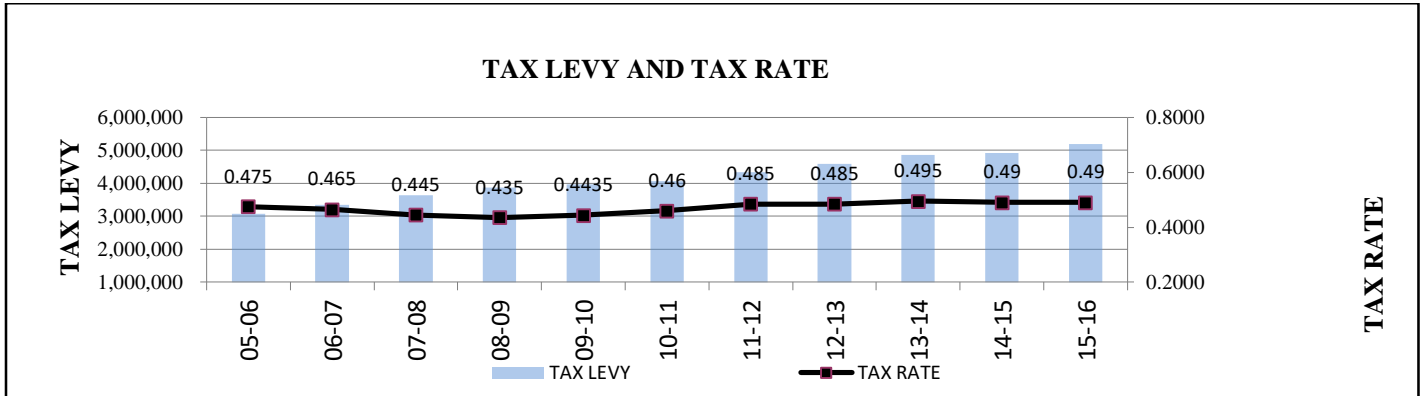
General Fund revenues are expected to total \$13,064,653, a decrease of \$74k (.57%) over the FY15 projections. Sales tax revenues and property assessed valuations continue to increase at a moderate growth rate.

**Property tax** revenue is expected to total \$5,131,850, an increase of 2.37% above the FY 15 budget, based on maintaining the tax rate at \$0.490 per \$100 of taxable value. Maintaining the rate at the current level enables the City to absorb cost increases in personnel and operating costs. Property tax revenue makes up approximately 36% of the general fund revenues. Property taxes represent one of the most stable revenues of the city as unpaid taxes become liens on the property. Taxable property valuations increased 5.4% from \$1.005 billion to \$1.060 billion due to an increase in appraisals and largely as a result of \$16.8M from new property. The average value per home has risen from an average taxable value of \$101,450 in FY15 to \$104,954 in FY16.

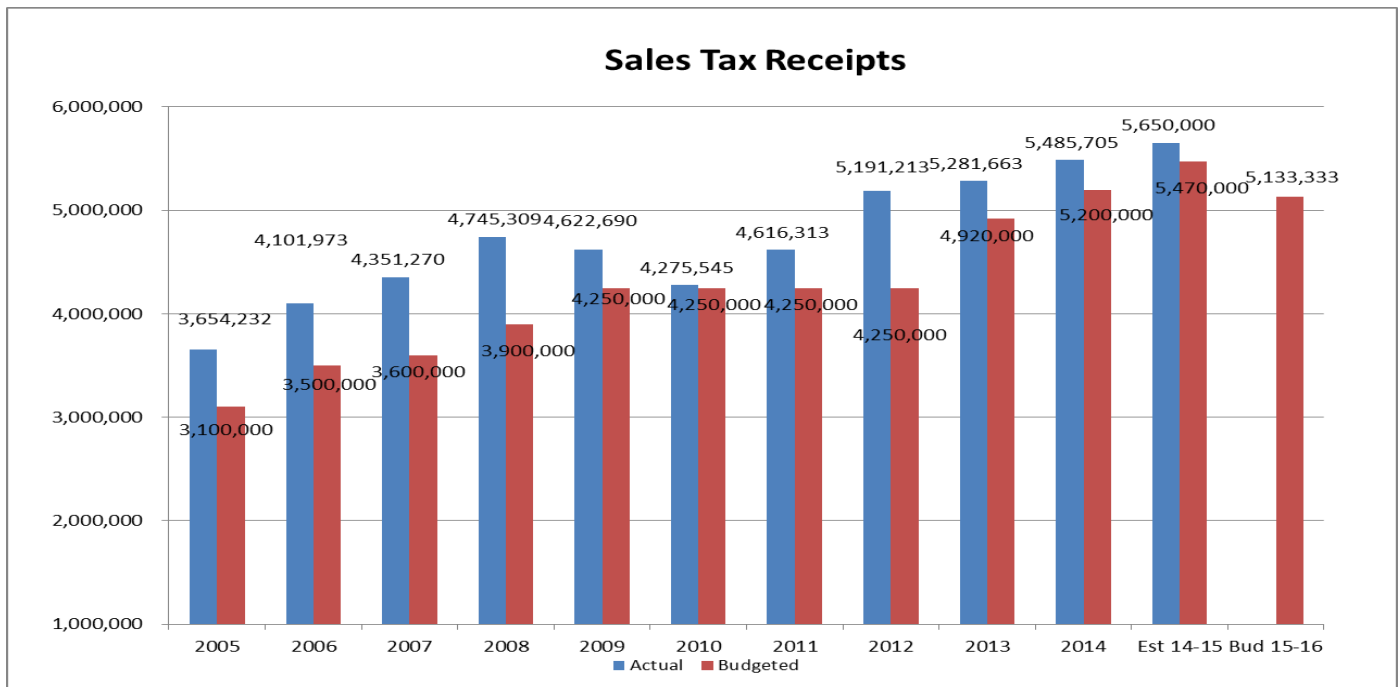
2015 Total Appraised Certified Value	\$1,060,320,946
2015 Value Under Protest	<u>\$8,485,680</u>
<b>Total Appraised Value</b>	<b>\$1,068,806,626</b>

The average home's city tax bill will increase from \$502.18 to \$514.18 because of the overall increase in taxable values, but is subject to each home's individual appraisal. The portion of the tax rate applied to debt service will be \$0.0454 compared to \$0.0570 from FY15. With the increase in property values, the maintenance and operations portion of the tax rate will increase to \$.4446 per \$100 property valuation, compared to \$.4380 from FY2014-2015. Revenues will increase by \$325,811.

Operations and Maintenance Tax Rate	\$0.4446
Interest and Sinking Tax Rate	<u>0.0454</u>
<b>Total Tax Rate</b>	<b>\$0.4900</b>



**Sales tax** collections have exceeded expectations in FY15 after increasing approximately 3.9% above collections in FY14. Sales tax revenues are budgeted to be stable. No major sales generators are currently under construction. Sales tax collections have grown 65% over the last decade. Sales tax is based on current trends and population growth from student enrollment at Tarleton State University.



**Development** related revenues include building permits, inspections, and zoning related fees. New construction projects in the area of \$15,000,000 are expected to begin or be completed during FY16. The City Council is reviewing standardized development fees and processes to streamline the development and building permit process. The subdivision ordinances are in need of updating and \$40,000 is proposed for that process. New residential construction is steady with over 100 new residential permits projected through FY16.



**User Fees.** The fee schedule is reviewed annually for cost analysis and comparative services. A few adjustments are recommended to cemetery plot fees and recreation participation fees. User fees have been adjusted the last couple of years to reflect the increases in minimum wages.

For more information on General Fund revenues, turn to the General Fund located in the “Financial Summary” section of the budget.

### ***General Fund Expenses***

General Fund expenses are budgeted to total \$12,135,818, which is a decrease of 2.88% below the FY15 budget. The major expense changes are listed below by category.

**Salaries and benefits** are expected to increase 1.25% from the FY15 amended budget. We have implemented the final phase of a two and a half year program to adjust wages to the salary survey conducted in 2013. The City rebid its health insurance contract in FY14-15 and saved approximately 4.7% compared to prior year. The City’s contribution rate for the Texas Municipal Retirement System (TMRS) will decrease 0.38% (14.85% to 14.47%) to ensure fund stability. The Council accepted the results of a city wide staffing study. The Council will need to consider the report recommendation of adding four new FTE to the workforce. The proposed budget for FY16 includes 3 of the 4 recommended new positions. An updated, professional salary survey is proposed in the amount of \$30,000. A professional salary survey assists with fostering effective professional municipal government by attracting and retaining quality, customer-friendly employees.

**Operating expenses** are expected to remain virtually unchanged. The utilities, insurance, supplies and materials are minimized for the ongoing maintenance of city equipment, vehicles, roadways, parks, etc. The Parks and Recreation Department will continue to provide a multitude of both youth and adult services and to assist in funding other special events for the community. Adult programs are designed to be cost neutral. Youth programs are designed to subsidize the cost by 40%. Splashville is expected to recoup 70% of expenditures. The FY15-16 budget contains \$32,000 for special events. The FY15-16 budget contains the pay-as-you-go method of financing residential street improvements. This budget includes \$200,000 for street maintenance projects, \$40,000 for slurry seal, \$10,000 for crack seal, and \$6,000 for one street sweeping. We continue to participate with the North Central Texas Council of Governments aerial and mapping program. The code enforcement department has been allocated \$10,000 this year to fund demolition of substandard structures.

**Capital outlay** to continue our fleet and equipment replacement program is proposed at \$459,000. A pavement management plan/funding study has been proposed in the amount of \$65,000. The Mayor has requested funding for street design professional services in the amount of \$100,000. Upon completion of these professional services, the Mayor has proposed utilizing up to \$1,000,000 from the fund balance for street improvements.

**Transfers out** have been discussed extensively. Council has committed to the airport runway extension project (Texas Department of Transportation Aviation Division) and the Bosque River Trail extension (Texas Department of Transportation). Council has committed to the Bosque River Trail extension (Texas Department of Transportation). The estimated project participation from the city is 38% or \$545,338 plus cost overruns and real estate, respectively. The City has acquired or has agreement to acquire all but one of the identified properties for the trail extension.

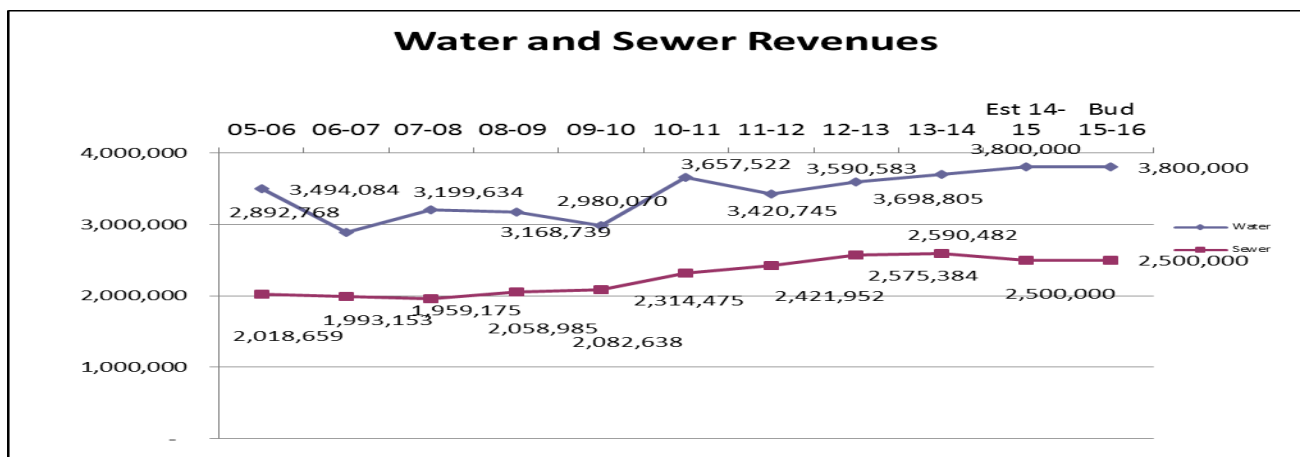
### Utility Fund Revenues

Utility revenues total \$6,553,275 which is 1.78% decrease from the FY15 projected budget. Operating revenues include water, wastewater, storm water drainage, and landfill user fees. The increased user fee revenue is due to 3% water and sewer rate increases implemented in March 2014 and March 2015, to customer growth, and drought conditions. A water and sewer rate volume charge increase of 3% is proposed for March 2016. No increases are being proposed to the storm water drainage or landfill gate fees.

Per the contract with Progressive Waste Solutions, the company can request increases in rates based on the Consumer Price Index (CPI) for the previous 12 months. Requests are brought forward by the company to coincide with the calendar year. The city is contracted with Progressive Waste Solutions through 2018.

### Utility Fund Expenses

Utility Fund expenses are budgeted to total \$6,264,212 which is a decrease of 2.74% below the FY15 projected budget. There is \$2,753,860 of debt service payments. Operating expenses total \$3.5 million. The major expense changes are listed below by category.



**Operating expenses** are expected to remain virtually unchanged. The utilities, insurance, supplies and materials are minimized for the ongoing maintenance of city equipment, vehicles, water, sewer, storm drainage, landfill, etc. In the past, the City implemented a pay-as-you-go method to finance improvements to the water and sanitary sewer systems. This budget contains an allocation of \$125,000 for maintenance of the water wells, \$125,000 for maintenance of the water distribution system, \$15,000 for meter maintenance, \$100,000 for maintenance of the water sewer collection system and \$100,000 for wastewater treatment plant maintenance. Per the contract with OMI, the company can request increases in rates based on Consumer Price Index (CPI) for the previous 12 months for the operation of the City's wastewater treatment plant. The contract costs are anticipated to increase 3.26%. The city is contracted with OMI through 2016. The total amount budgeted for storm water drainage is \$529,804. There is \$504,804 of debt service payments and \$25,000 for maintenance projects for storm water drainage. The proposed landfill budget for FY16 is \$370,042, which is a \$147,597 increase over FY15. This increase is due to the lease (purchase) for a new compactor at the landfill.

**Other services and charges** are the water supply contract with the Upper Leon River Municipal Water District. The city has a contract to purchase 1.662 mgd (1,862 Ac-Ft) annually of water.

**Capital outlay** is recommended for fleet and equipment replacement program of \$69,000. Two new proposed capital lease payments of \$105,300 and \$30,600 will also begin in FY16 related to a replacement of the landfill compactor and an ambulance. Projects currently underway are the 2015 West End Water Line Relocation Project- \$212,000, 2015 Street Rehabilitation Project- \$368,000 allocated for construction, and the Methodist Branch Sewer Capacity Analysis- \$18,000 for professional services. For FY16, there is approximately \$6,200 recommended for the Garfield Ground Storage Tank evaluation, \$26,000 for an expansion plan for the 536 AC tract Airport Well Field and \$68,000 for a Basin 6 evaluation (50% coverage).

**Transfers out** - The Utility Fund will pay for reimbursement of indirect costs to the General Fund in the amount of \$258,870. This is an increase of \$50,045 over prior year's budget. Each year we will analyze what portion of these costs the General Fund pays and make adjustments as needed.

**New funding request-** funding is proposed in the amount of \$30,000.00 to begin Phase I of the East Side Sewer Easement Acquisition

#### ***Other Funds***

**Airport fund** budget for FY16 is \$93,437, which is a \$3,109 increase over FY15. There is \$24,634 of debt service payments in this budget. The goal is for the airport to break-even by covering the operational costs for FY16. The Airport Fund accounts for all funding received from outside organizations and grant funds received relating to capital improvements at the airport. We are on the Texas Department of Transportation Aviation Division project list to extend the runway. The funding requires 10% matching costs from the city. We have acquired some property and have removed structures. We still have properties on each end of the airport to be acquired. We have completed the Airport Layout Plan, and will engage in a funding agreement with TxDOT for the runway extension. The remaining city match is expected to be about \$600,000.

**Special revenue funds** are derived from hotel occupancy taxes, child safety fines and public safety restricted funds. The Stephenville Independent School District, CASA, Cross Timbers Family Services, Paluxy River Children's Advocacy Center and STAR Council on Substance Abuse have made applications for the projected \$12,000 of the child safety funds. The police department has been allocated \$3,700 for training from restricted revenues. As in the past, we are using a portion of the Special Revenue Fund to continue funding the Summer Concert Series. The partnership between the City of Stephenville and Tex Star Ford provides our community several opportunities during the summer to enjoy free concerts from well-known and rising stars in the music industry. In partnership with Keep Stephenville Beautiful, we are allotting funds for a Welcome to Stephenville sign. Under existing contracts, portions of the hotel occupancy taxes have again been budgeted for the Chamber of Commerce (4¢), Cross Timbers Fine Arts Council (1¢) and the Stephenville Museum (1¢).

**Economic Development (4B)** fund is maintained for projects related to economic development. During fiscal year 2014-2015 the city council authorized a sales tax election that would devote 1/8 of 1 cent

This equal 12.5 cents of every sales tax dollar we receive. The citizens of Stephenville overwhelmingly voted to approve the 4B sales tax allocation. The City of Stephenville has a sales tax rate of \$1.50 per \$10. Thus, the City receives approximately \$1.375 per \$10.00 in sales and the 4B corporation, the Stephenville Economic Development Authority (SEDA) will receive .125 or \$1.50 per \$10 in sales. The sales tax allocation to SEDA begins on 10-01-15 and the first funds are expected to be received in December 2015. The city council has selected a board of directors for the corporation and

upon approval of the corporation, the board and the council will get down to the business of selecting an Executive Director.

**Capital projects** fund is maintained for projects related to governmental activities. During fiscal year 1997-98 the city council authorized the issuance of \$2.7M in debt through the issuance of certificates of obligation to fund the extension of Wolfe Nursery Road and Frey Street. This fund has been created to account for the proceeds from that debt issuance and track the costs associated with this project. Construction proceeds were expended. We received assessments from the adjoining property owners for a portion of the enhancements to their property. The funds have been used to participate in economic development initiatives. The proposed budget projects that the beginning fund balance will be \$416,690. Council has committed to the Bosque River Trail extension (Texas Department of Transportation). The estimated project participation from the city is 38% or \$545,338 plus cost overruns and real estate, respectively. The City has acquired or has agreement to acquire all but one of the identified properties for the trail extension.

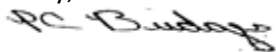
#### ***Fund Balance***

Fund balance is basically defined as the amount of funds available that remain unencumbered and not appropriated. The city adopted by resolution a financial policy that requires maintaining a minimum fund balance equivalent to 25% of operating expenditures. This ideal fund balance equates to \$5,100,144 for FY16 and continues to be met. Fund balance is used as an indicator by bond rating agencies and other financial institutions in determining the city's creditworthiness. A strong fund balance facilitates a better bond rating which in turn reduces the city's interest cost when it issues debt.

#### ***CONCLUSION***

As City Administrator, I believe it is my responsibility to submit to you a fiscally sound budget while ensuring that the level of service provided to our citizens and stakeholders remains high while addressing the goals and expectations set by you. This operating budget reflects a variety of community issues, planning initiatives, and economic development opportunities. While we have discussed many alternatives this document funds the needs with reserves. Opportunities for increasing user fees, reducing our bad debt write-offs, finding ways to buy down debt, and economic development initiatives are constantly being evaluated. Staff is challenged daily to analytically look at the services we provide in an effort to find ways to be more efficient so we can provide better more cost effective services. As an example, a review of how the City bids the janitorial supplies resulted in a savings of at least \$10,000. We are prepared to meet the expectations of the council and community and we are committed to the delivery of excellent service. The staff and I look forward to implementing this budget.

Sincerely,



Patrick C. Bridges  
City Administrator



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# The Budget Process

The City of Stephenville's budget process is the mechanism that changes taxpayer requests and resources into government services and expenditures. Again this year, the City of Stephenville has made a great commitment to setting community goals, performance objectives, and priorities. Below is the budget process of the City:

## I. Definition and Authority

The budget is a financial plan for the fiscal year of operations that matches all planned revenues and expenditures with the services provided to the residents of the City, based on established budgetary policies. The City Charter establishes that the City's fiscal year shall begin on the first day of October and end on the last day of September of each calendar year. Such fiscal year shall also constitute the budget and accounting year.

## II. Preparation and Submission of the Budget

The budget preparation process begins in March before the beginning of the fiscal year. Under the City Charter, the City Administrator is responsible for preparing and recommending an operating budget for City Council consideration. He along with the Finance Director determines guidelines for the City's department and division heads to use in preparing their budgets. These guidelines are based on Council goals, anticipated revenues, levels of service desired and capital equipment and improvement needs.

The Finance Department prepares the Budget Instructions Manual to be used in budget preparations. It includes the guidelines the City Administrator and Finance Director have developed, the budget calendar and specific instructions for completing the forms included in the Manual. These include requests for capital equipment and projects, operating budget request forms, authorized position forms, requests for new positions and requests for new and/or enhanced services.

During April, the Finance staff meets individually with all department/division heads to explain the guidelines to be used in the preparation of their budget, distribute the budget instructions manual, the forms to be completed and deadlines to be met, and give any further directions for budget preparation. Department heads are responsible for expenditure estimates of their departments/divisions. Personnel cost information is provided to them by the Finance staff. In estimating other divisional expenses, department heads base their estimates on historical data adjusted for trends and possible rate increases.

In May, the City Council and department/division heads attend a budget workshop at which the staff presents departmental programs, goals, objectives and needs in order to receive direction on programs and service levels from the Council.

By the end of June all operating budget and capital requests are due in the Finance office so that staff can begin compiling them and determining financing needs. Factors to be considered in determining items to be capitalized are as follows:

Item can be permanently identified as an individual unit of property.

Item has an anticipated useful life of five years or more.

Item belongs to one of the following categories:

Land

Buildings and Structures

Equipment

Item constitutes a tangible, permanent addition to the value of City assets.

Item does not constitute repair or maintenance.

Item's cost should generally exceed \$1,000. Note: If the item is less than \$1,000, then the item should be a component unit of an asset meeting the above-stated criteria.

After all the budgets are compiled, the City Administrator and the Finance Director meet with the department/division heads individually to discuss their budget submissions.

By July, three-fourths of the current fiscal year is past, and the Finance department works to fine tune the revenue estimates. Revenue projections are generally based on historic receipts adjusted for rate increases and trends. The City's philosophy on revenue projections is making the best estimate possible using historic data and trends, being careful not to overestimate revenue.

The City Administrator submits to the City Council, at least sixty (60) days prior to the beginning of each budget year, the proposed budget for the following fiscal year. The budget provides a complete plan for the fiscal year and contains the following:

A budget message, explanatory of the budget, which message shall contain an outline of the financial policies of the city for the fiscal year, shall set forth the reasons for salient changes from the previous fiscal year in expenditures and revenue items, and shall explain any major changes in the financial policy;

A consolidated statement of receipts and expenditures for all funds;

An analysis of property valuation;

An analysis of the tax rate;

Tax levies and tax collections by years for at least five (5) years for the number of years for which records are available;



General fund resources in detail;

Summary of proposed expenditures by fund, department and activity;

Summary of proposed expenditures by character and object;

Detailed estimates of expenditures shown separately for each activity to support the summaries. Such estimates of expenditures are to include an itemization of positions showing the number of persons having each title and the rate of pay;

A revenue and expense statement for all types of bonds;

A description of all bond issues outstanding, showing rate of interest, date of issue, maturity date, amount authorized, amount issued and amount outstanding;

A schedule of requirements for the principal and interest on each issue bonds;

A special fund section;

The appropriation ordinance;

The tax levying ordinance;

A capital improvement program for the budget year and proposed method of financing;

A summary of the condition of machinery, equipment and buildings;

A suggested legislative program and the highlights of the proposed administrative program.

### III. Adoption of the Budget

The budget and all the supporting schedules shall be filed with the City Secretary when submitted to the Council and shall be open for public inspection by anyone interested. At the Council meeting at which time the budget is submitted, the Council will fix the time and place of a public hearing on the budget and shall cause to be published a notice of the hearing, setting forth the time and place thereof and presenting a condensed summary of the budget, at least seven (7) days before the date of the hearing. At the time and place set forth in the notice, or at any time and place to which the public hearing shall be from time to time adjourned, the council shall hold a public hearing on the budget submitted and all interested citizens shall be given an opportunity to be heard for or against any item or the amount of any item herein contained.

The budget shall be adopted in original or amended form by the favorable votes of at least a majority of all members of the whole council and shall be finally adopted not later than seven (7) days prior to the beginning of the fiscal year. Should the council take no final action on or prior to such date, the budget as submitted shall be deemed to have finally been adopted by the council.

Upon final adoption the budget shall be in effect for the stated fiscal year.

#### IV. Amending the Budget

In cases of grave public necessity, emergency expenditures to meet unusual and unforeseen conditions which could not, by reasonable diligent thought and attention, have been included in the original budget may from time to time be authorized by the affirmative vote of at least six (6) members of the entire council, as amendments or supplements to the original budget. Such supplements or amendments shall be filed with the original budget.

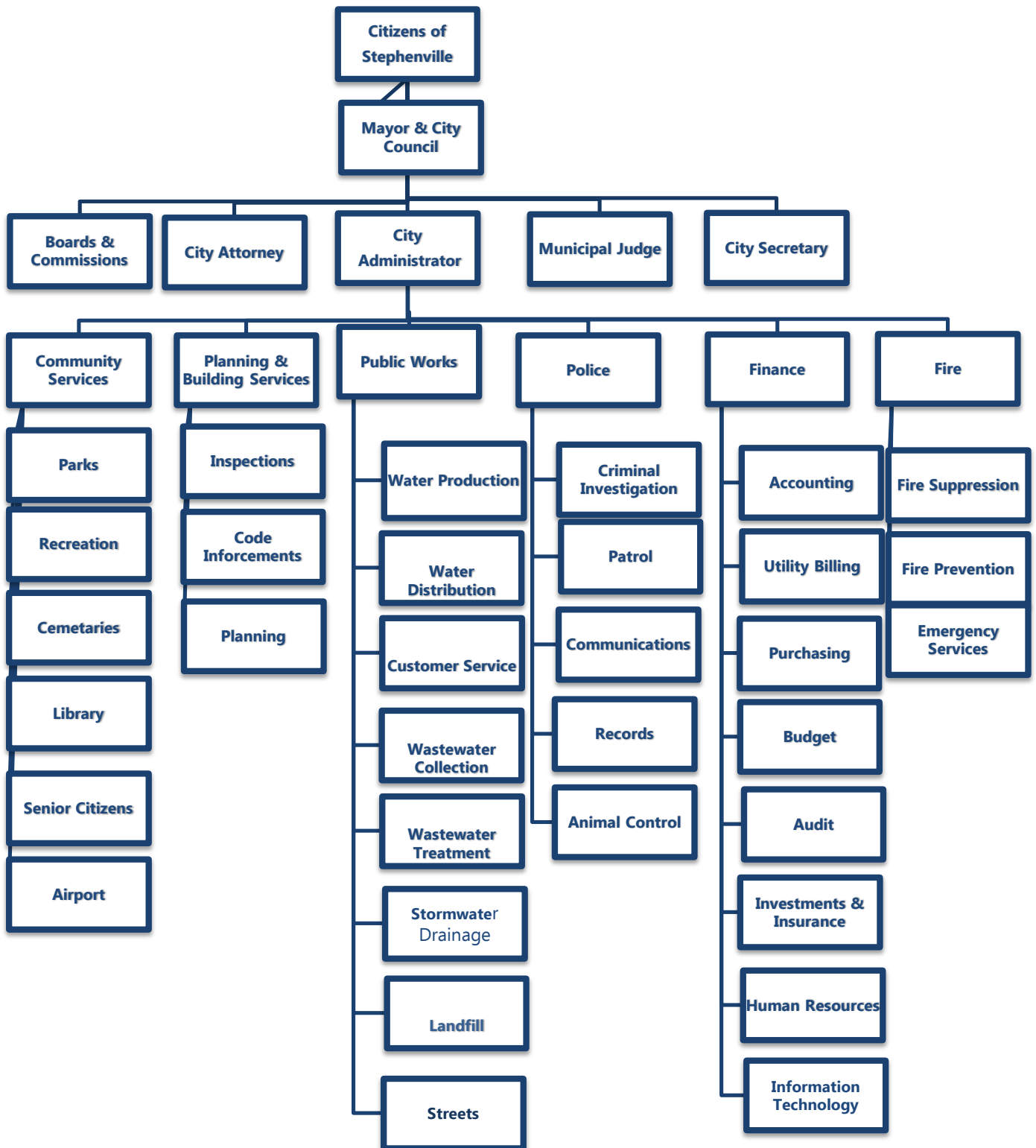
**City of Stephenville**  
**Proposed 2015-2016 Budget Calendar**

April, 2015	Prior year budget review and begin developing priorities for the next budget year
May 8	Budget Packets to Division Directors
May 11-31	Requests for written budget input from citizens
June 2	Public input on citizen budget requests
June 8	Budget preparation manuals due from Division Directors to Director of Finance
June 22 - July 10	City Administrator and Director of Finance meet with Division Directors to review and develop budget
July 25 (Statutory)	Receive Certified Tax Rolls from the Central Appraisal District
August 1	File a copy of complete budget with City Secretary
August 4& 11	Publish notices of Council budget workshops and budget public hearing
August 10-14	Council budget workshops
August 18	Public hearing on budget; Set time, date and place of public hearing on proposed tax rate
September 1	Ordinance adopting budget; Public hearing on the proposed tax rate (1 <sup>st</sup> )
September 8	Public hearing on the proposed tax rate (2 <sup>nd</sup> )
September 15	Ordinance adopting tax rate
October 1	Begin new Budget Year 2015 – 2016
April, 2016	Mid-year budget review



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# Community Profile

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## Overview

Stephenville is located in the heart of north Central Texas in Erath County and is home to approximately 19,560 people. Stephenville serves as the center of commerce and recreation to over 41,170 county residents.

Stephenville was incorporated in 1889 and chartered a home-rule city under Texas law in 1961 and operates under a mayor-council form of government. A mayor and eight (8) council members are elected by majority of the entire city. Elections are held the second Saturday in May.

## Economy and Employment

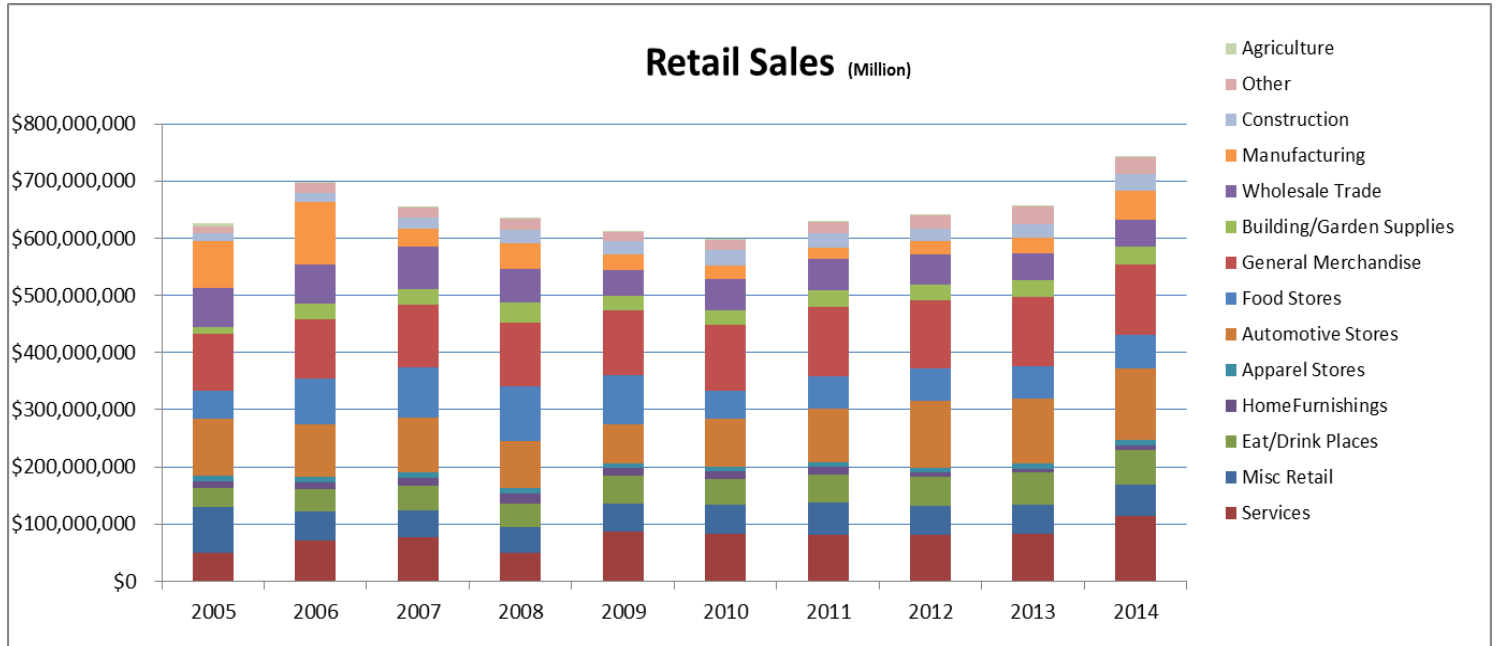
The City of Stephenville is the county seat and principal commercial, medical, retail and industrial center of Erath County. Stephenville has maintained its strong economic position. Our economy is based on agriculture and manufacturing. Agriculture has long been Erath County's leading industry. Livestock, especially beef, dairy cattle and other livestock, has always been an important agriculture producer in Erath County. The county is in the states 10<sup>th</sup> largest for cattle production in 2010. The city has been fortunate to have seven manufacturing industries in town. Four of the plants are among our list of top ten largest tax payers.

Many people live in Stephenville and Erath County and commute to the Metroplex to work every day. The short distance to the Metroplex makes Stephenville an attractive place to live. The City's hometown atmosphere combines with aggressive development attitude to produce results.

The City anticipates future growth in the local economy as a result of capital improvements completed this past year and new projects budgeted this year. The City has been successful in attracting several residential developments, single-family and multi-family.

Retail sales for 2014 were \$741M. The City has Wal-Mart Supercenter that has been a catalyst to the regional economy for several years and is one of the City's major employers. Texas Heath Harris Methodist Hospital is one of the area's largest non-retail employers, providing employment for doctors, nurses and other health care personnel. Other organizations with more than 100 employees include Tarleton State University, a Division II NCAA Division university, the Stephenville Independent School District, the City of Stephenville, Erath County, and Senior Care Living.

Stephenville and Erath County sit on the edge of the Barnett Shale formation. Minerals produced in the county include natural gas and limited amounts of oil.



## Culture and Recreation

More than forty local churches provide worship and fellowship for about twenty denominational groups. The nearest synagogue is located in Fort Worth.

Stephenville's residents can take advantage of many activities offered by the Stephenville Parks and Recreation Department, Stephenville Museum, and the Stephenville Public Library. Numerous organizations such as 4-H, Girl and Boy Scouts and Future Farmers of America encourage the personal growth of young people.

Stephenville Parks and Recreation facilities include a multi-faceted sports complex with baseball and softball fields, soccer fields, and RV Park, picnic areas, tennis courts, and indoor recreation center, as well as an amphitheater which attracts many live concerts throughout the year.

Many other cultural and recreational facilities are within a one and one-half hour drive east on US 377 in the Dallas/Fort Worth area. Stephenville offers all the amenities of small town life while the conveniences offered by a large metropolitan area are easily within reach.

## Education

Stephenville schools provide high-quality education for the district's children. The public school system is large enough to offer progressive and diverse programs, and small enough to allow teachers and administrators to cultivate a personal, active interest in each student. The instructional staff at SISD is exceptionally well-qualified.

Award winning programs in academics, fine arts, vocational education, athletics, and leadership are available to the district's more than 3,693 students.

Tarleton State University, a member of the Texas A&M System, provides quality programs of undergraduate, graduate, and non-traditional education. The student body includes representatives from 220 Texas counties, 49 states and 19 foreign countries.

Tarleton had a spring 2015 enrollment of 11,032 in Stephenville.

The Tarleton core curriculum provides solid liberal arts foundation for all students.

Tarleton offers 62 undergraduate and 28 graduate programs as well as a doctorate program in Educational Administration. Degree areas include agriculture, business administration, teacher education, allied health, the fine arts, social sciences, physical and biological sciences, humanities, mathematics and technology.

Still over degree areas include preparation for professional schools such as dentistry, engineering, law, medicine and veterinary medicine.

## Miscellaneous Statistical Information

<b>Date of incorporation</b>	August 6, 1889	<b>Sewerage System:</b>	
		Miles of sanitary sewers	116
		Number of treatment plants	1
<b>Form of Government</b>	Home rule	Number of service connections	5,680
		Daily avg treatment in gallons	1,433,000
		Max daily capacity in gallons	9,000,000

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### **Number of Employees (excl police and fire):**

Full-time 62

### **City of Stephenville Facilities and Services:**

Area in square miles 11.79  
Miles of streets 92  
Number of street lights 1,127

### **Water System:**

Miles of water mains 126  
Number of service connections 5,887  
Number of fire hydrants 798  
Daily avg consumption in gallons 2,109,000  
Max daily capacity in gallons 5,750,000

### **Culture and Recreation:**

Recreation center 1  
Parks 3  
Park acreage 130  
Swimming pools 1  
Play Grounds 4  
Amphitheater 1  
Baseball/Softball Diamonds 11

### **Fire Protection:**

Number of stations 2  
Number of fire personnel and officers 31  
Number of volunteer firefighters 12  
Number of fire calls answered 252  
Number of ambulance calls answered 1,660  
Number of inspections conducted 458

### **Police Protection:**

Number of stations 1  
Number of police personnel and officers 54  
Number of patrol units 10

### **Number of law violations:**

Physical arrests 987  
Traffic violations 3,295  
Parking violations 268  
Criminal offenses 2,284  
Calls for Service 9,723



# **FINANCIAL SUMMARY**



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CITY OF STEPHENVILLE  
STATEMENT OF PROJECTED NET REVENUE OVER (EXPENDITURES) - ALL FUNDS  
FOR THE YEAR ENDED SEPTEMBER 30, 2016

	GENERAL FUND	CAPITAL PROJECT FUND	SPECIAL REVENUE FUND	SPECIAL REVENUE 4B	DEBT SERVICE FUND	WATER SEWER FUND	STORM WATER FUND	LANDFILL FUND	AIRPORT FUND	TOTAL
PROJECTED NET REVENUE OVER (EXPENDITURES):										
REVENUE	13,064,653	463	369,700	466,667	482,463	6,553,275	600,000	370,400	114,690	22,022,311
EXPENDITURES	12,135,818	0	374,800	150,000	482,463	6,264,212	529,804	370,042	93,437	20,400,576
NET BASELINE BUDGET	928,835	463	(5,100)	316,667	0	289,063	70,196	358	21,253	1,621,735
CAPITAL REPLACEMENTS AND NEW PROGRAMS	(872,000)	0	0	0	0	(297,300)	0	0	0	(1,169,300)
CHANGE IN NET RESERVES POSITIVE (NEGATIVE)	56,835	463	(5,100)	316,667	0	(8,237)	70,196	358	21,253	452,435

SPECIAL NOTE - Reserves will be used for:

SPECIAL REVENUE

Welcome to Stephenville	5,100
Sign	5,100

WATER/SEWER

Capital Replacement	8,237
	8,237

CITY OF STEPHENVILLE  
STATEMENT OF PROJECTED CASH JECTED CASH FLOW - ALL FUNDS  
FOR THE YEAR ENDED SEPTEMBER 30, 2016

	GENERAL FUND	CAPITAL PROJECT FUND	SPECIAL REVENUE FUND	SPECIAL REVENUE 4B	DEBT SERVICE FUND	WATER SEWER FUND	STORM WATER FUND	LANDFILL FUND	AIRPORT FUND	TOTAL
<u>ESTIMATED ENDING CASH BALANCE 10/1/2015:</u>										
RESTRICTED:										11,343,564
3 MONTH OPERATIONS	3,463,587		316,749			1,464,284		85,543	22,582	
RIGHT-OF-WAY	1,000,000	416,511								
CAPITAL REPLACEMENT	500,000						500,000			
FACILITIES	600,000									
GRANT MATCHING	1,000,000	359,617								
ECONOMIC DEVELOPMENT	50,000									
DEBT SERVICE					141,157	822,087	266,433			
CUSTOMER DEPOSITS						333,714		1,300		
UNRESTRICTED	690,174					350,930	114,279	128,990	73,430	1,357,803
EST CASH BALANCE 10/1/2015	7,303,761	776,128	316,749	0	141,157	2,971,015	880,712	215,833	96,012	12,701,367
<u>PROJECTED NET REVENUE OVER (EXPENDITURES):</u>										
REVENUE	13,064,653	463	369,700	466,667	482,463	6,553,275	600,000	370,400	114,690	22,022,311
EXPENDITURES	12,135,818	0	374,800	150,000	482,463	6,264,212	529,804	370,042	93,437	20,400,576
NET 2015-2016 BUDGET:	928,835	463	(5,100)	316,667	0	289,063	70,196	358	21,253	1,621,735
<u>ADD-BACK ITEMS:</u>										
CHANGES IN:										
EQUIPMENT REPLACEMENT	(459,000)					(169,200)				(628,200)
NEW PROGRAMS/POSITIONS	(413,000)					(128,100)				(541,100)
NON-CASH ITEMS:										
LEASE PURCHASE PAYMENT	30,600							103,500		134,100
TOTAL ADD-BACK ITEMS	(841,400)	0	0	0	0	(297,300)	0	103,500	0	(1,035,200)
<u>ESTIMATED ENDING CASH BALANCE 9/30/2016:</u>										
RESTRICTED:										10,670,475
3 MONTH OPERATIONS	3,033,955		311,649	316,667		1,566,053		92,511	23,359	
RIGHT-OF-WAY	675,000	416,974								
CAPITAL REPLACEMENT	250,000						500,000			
FACILITIES	700,000									
GRANT MATCHING	750,000	359,617							60,000	
ECONOMIC DEVELOPMENT	50,000									
DEBT SERVICE					141,157	822,087	266,433			
CUSTOMER DEPOSITS						333,714		1,300		
UNRESTRICTED	1,932,242					240,924	184,475	225,881	33,906	2,617,427
EST. CASH BALANCE 9/30/2016	7,391,196	776,591	311,649	316,667	141,157	2,962,778	950,908	319,691	117,265	13,287,902



**City of Stephenville  
Summary of Revenues**

**Submission Date: August 1, 2015**

Source of Funds	Actual Amounts 2013-2014	Budgeted Amounts		Recommended Budget Changes Positive (Negative)	Actual Amounts May-15 YTD	Percent YTD Actual to Budget
		Approved 2014-15	Proposed 2015-16			
Taxes	12,269,097	12,250,186	12,546,850	(170,003)	10,255,779	83.72%
Licenses and permits	261,125	173,800	237,500	63,700	151,100	86.94%
Fines and forfeitures	294,915	266,000	278,000	12,000	217,907	81.92%
Intergovernmental grants	140,056	103,107	86,300	(16,807)	5,395	5.23%
Service charges	8,617,549	8,462,094	8,505,090	42,996	5,347,863	63.20%
Interest on investments	9,673	12,604	9,963	(2,641)	7,394	58.66%
Transfers	207,067	219,355	277,945	58,590	146,240	66.67%
Other Income	482,261	316,116	80,200	(235,916)	369,748	116.97%
Total Revenue	22,281,743	21,803,262	22,021,848	(248,081)	16,501,426	75.68%
<b>General Funds</b>						
Taxes						
Property Taxes	4,316,355	4,427,977	4,649,850	221,873	4,288,519	96.85%
Sales Tax	5,485,705	5,470,000	5,133,333	(336,667)	3,895,735	71.22%
Other taxes	1,471,835	1,436,000	1,465,000	29,000	1,293,155	90.05%
Licenses and permits	261,125	173,800	237,500	63,700	151,100	86.94%
Fines and forfeitures	261,324	250,000	262,000	12,000	207,079	82.83%
Intergovernmental	127,734	89,407	72,600	(16,807)	2,400	2.68%
Service charges	931,716	950,800	928,400	(22,400)	634,439	66.73%
Interest on investments	4,976	5,500	5,000	(500)	4,133	75.15%
Transfers	196,531	208,825	258,870	50,045	139,216	66.67%
Other Income	323,773	126,200	52,100	(74,100)	167,353	132.61%
Total General Fund	13,381,074	13,138,509	13,064,653	(73,856)	10,783,129	82.07%
<b>Utility Fund</b>						
Water sales	3,698,805	3,800,000	3,800,000	0	2,180,965	57.39%
Wastewater charges	2,590,482	2,500,000	2,500,000	0	1,718,853	68.75%
Service and delinquent charges	218,607	173,000	203,000	30,000	155,340	89.79%
Interest on investments	3,561	5,500	3,500	(2,000)	2,431	44.20%
Transfers	10,536	10,530	19,075	8,545	7,024	66.70%
Other Income	156,385	189,516	27,700	(161,816)	200,422	105.75%
Total Utility Fund	6,678,376	6,678,546	6,553,275	(125,271)	4,265,035	63.86%
<b>Landfill Fund</b>						
Gate fees	454,984	343,604	370,000	26,396	184,446	53.68%
Interest on investments	32	0	0	0	62	0.00%
Other Income	2,103	400	400	0	1,973	493.25%
Transfers	0	0	0	0	0	0.00%
Total Landfill Fund	457,119	344,004	370,400	26,396	186,481	100.00%
<b>Airport Fund</b>						
Hangar rental	99,210	105,000	100,000	(5,000)	68,406	65.15%
Service and delinquent charges	1,440	1,440	1,440	0	800	0.00%
Intergovernmental Grants	8,705	10,000	10,000	0	0	0.00%
Gasoline Sales	2,975	3,250	3,250	0	2,043	62.86%
Other Income	0	0	0	0	0	0.00%
Transfers	0	0	0	0	0	0.00%
Total Airport Fund	112,330	119,690	114,690	(5,000)	71,249	59.53%
<b>Storm Water Drainage Fund</b>						
Storm water drainage fee	619,330	585,000	599,000	14,000	404,614	69.16%
Interest on investments	260	1,500	1,000	(500)	200	13.33%
Total Stormwater Fund	619,590	586,500	600,000	13,500	404,814	69.02%
<b>Other Funds</b>						
Taxes						
Property Taxes	595,268	582,204	482,000	(100,204)	565,155	97.07%
Sales Tax 4B	-	-	466,667	466,667	565,155	
Hotel/Motel Tax	399,934	334,005	350,000	15,995	213,215	63.84%
Fines and forfeitures	33,591	16,000	16,000	0	10,828	67.68%
Intergovernmental	3,617	3,700	3,700	0	2,995	80.95%
Interest on investments	844	104	463	359	568	546.15%
Transfers	-	0	0	0	0	0.00%
Other Income	-	0	0	0	0	0.00%
Total Other Funds	1,095,632	936,013	1,318,830	382,817	1,357,916	145.07%
<b>Total Funds</b>	<b>22,281,743</b>	<b>21,803,262</b>	<b>22,022,311</b>	<b>218,586</b>	<b>17,068,624</b>	<b>77.51%</b>

City of Stephenville Summary of Expenditures				
Submission Date: August 1, 2015				
Source of Funds	Budgeted Amounts		Recommended Budget Changes Positive (Negative)	Percent YTD Actual to Budget
	Amended 2014-15	Proposed 2015-16		
<b>General Government:</b>				
City council	276,040	53,072	222,968	34.08%
City administrator	160,189	160,670	(481)	62.81%
City secretary	109,706	114,266	(4,560)	67.49%
Total General Government	545,935	328,008	217,927	49.22%
<b>Finance and Administration:</b>				
Emergency management	13,750	5,300	8,450	89.38%
Municipal buildings	223,031	210,535	12,496	60.75%
Financial administration and accou	376,577	379,422	(2,845)	68.32%
Purchasing	67,535	68,466	(931)	59.48%
Information Technology	126,339	135,860	(9,521)	44.38%
Tax	148,050	148,050	0	74.44%
Legal counsel	250,648	129,522	121,126	86.33%
Municipal court	173,000	168,000	5,000	62.08%
Human resources	104,192	95,497	8,695	62.70%
Total Finance and Administratic	1,483,122	1,340,652	142,470	67.47%
<b>Community Services:</b>				
Community Svc Administration	100,790	130,594	(29,804)	
Recreation administration	500,282	457,814	42,468	53.54%
Park maintenance	583,151	521,348	61,803	54.66%
Cemeteries	158,558	125,880	32,678	63.95%
Library	270,883	222,900	47,983	58.20%
Street maintenance	1,482,454	1,006,050	476,404	44.39%
Senior citizens center	171,358	115,360	55,998	58.56%
Aquatic Center	195,152	161,868	33,284	16.75%
Total Community Services	3,462,628	2,741,814	720,814	48.89%
<b>Fire Department:</b>				
Fire and ambulance administration	313,180	316,365	(3,185)	58.08%
Fire prevention and investigation	186,939	191,200	(4,261)	65.98%
Fire suppression	1,250,323	1,218,090	32,233	59.36%
Emergency medical services	1,249,352	1,191,600	57,752	62.37%
Volunteer fire	31,117	24,920	6,197	39.33%
Total Fire Department	3,030,911	2,942,175	88,736	60.67%
<b>Police Department:</b>				
Police administration	373,906	420,760	(46,854)	47.90%
Police patrol	2,277,990	1,956,045	321,945	63.26%
Police communications	637,315	635,485	1,830	56.98%
Police support services	161,152	170,720	(9,568)	63.06%
Criminal investigation	640,704	715,000	(74,296)	69.80%
Professional Standards	269,865	271,250	(1,385)	61.30%
Animal control	205,172	122,840	82,332	683.17%
Public Safety Clerical	243,719	143,055	100,664	70.82%
Total Police Department	4,809,823	4,435,155	374,668	88.81%
<b>Planning &amp; Building Services</b>				
Planning	207,945	126,085	81,860	64.93%
Inspection	227,615	139,925	87,690	53.82%
Code enforcement	86,367	82,004	4,363	38.39%
Total Community Development	521,927	348,014	173,913	55.69%
<b>Non-Departmental:</b>				
Transfers	0	0	0	
Total General Fund	13,854,346	12,135,818	1,718,528	67.58%
<b>Utility Fund</b>				
Utilities administration	190,000	261,970	(71,970)	62.99%
Water production	817,858	771,548	46,310	68.22%
Water distribution	918,667	666,131	252,536	37.19%
Water customer service	201,085	204,451	(3,366)	61.35%
Wastewater collection	707,486	393,296	314,190	47.29%
Wastewater treatment	994,506	996,656	(2,150)	67.19%
Billing and collections	209,697	216,300	(6,603)	64.27%
Transfers	208,825	258,870	(50,045)	66.67%
Non-Departmental	2,494,251	2,494,990	(739)	43.98%
Total Utility Fund	6,742,375	6,264,212	478,163	52.15%
<b>Landfill Fund</b>				
Landfill operations	331,641	350,967	(19,326)	75.84%
Transfers	10,530	19,075	(8,545)	66.70%
Total Landfill Fund	342,171	370,042	(27,871)	75.56%
<b>Airport Fund</b>				
Total Airport Fund	90,328	93,437	(3,109)	84.05%
<b>Storm Water Drainage Fund</b>				
Operations	528,798	529,804	(1,006)	
Transfers	0	0	0	
Total Storm Water Drainage Fu	528,798	529,804	(1,006)	78.15%
<b>Special Revenue Fund</b>				
Economic Development		150,000	(150,000)	
Hotel/Motel/ChildSafety etc.	365,665	374,800		
Total Special Revenue Fund	365,665	524,800	(159,135)	52.64%
<b>Debt Service Fund</b>				
Total Debt Service Fund	582,204	482,463	99,741	94.07%
<b>Capital Projects Fund</b>				
Total Capital Project Fund	0	0	0	
<b>Total Expenditures</b>	<b>22,505,888</b>	<b>20,400,576</b>	<b>2,105,311</b>	<b>63.84%</b>

**City of Stephenville**  
**Proposed Statement of Activities**

Submission Date: August 1, 2015

Functions/Programs	Actual	Expenses	Program Revenues	Net (Expense) Revenue		
	Amounts		Charges for	Governmental	Business-Type	Total
	2014-15		Services	Activities	Activities	
<b><u>Governmental activities:</u></b>						
General government	(1,660,982)	1,490,060	258,870	(1,227,590)		(1,227,590)
Public safety:						
Emergency Management	(13,750)	5,300		(5,300)		(5,300)
Fire	(2,458,718)	2,947,475	521,500	(2,425,975)		(2,425,975)
Police	(4,681,681)	4,450,855		(4,378,155)		(4,378,155)
Municipal Court	93,000	168,000	274,900	106,900		106,900
Streets	(1,452,011)	1,006,050	30,000	(976,050)		(976,050)
Cemetery	(140,895)	125,880	30,300	(95,580)		(95,580)
Culture and recreation:						
Parks	(564,414)	521,348	29,193	(492,155)		(492,155)
Recreation	(328,046)	457,814	112,500	(345,314)		(345,314)
Tourism		472,971	466,667	(6,304)		(6,304)
Senior Citizens Center	(171,358)	115,360	24,000	(91,360)		(91,360)
Library	(267,576)	222,900	4,100	(218,800)		(218,800)
Splashville	(56,403)	161,868	141,500	(20,368)		(20,368)
Community development	(327,676)	348,014	252,500	(95,514)		(95,514)
Long-term debt	(582,204)	482,463		(482,463)		(482,463)
Total governmental activities	(12,612,713)	12,976,358	2,146,030	(10,830,328)		(10,830,328)
<b><u>Business-type activities:</u></b>						
Water	279,990	4,447,642	3,926,638		(521,005)	(521,005)
Wastewater	637,190	1,969,423	2,626,638		657,215	657,215
Storm Water Drainage	57,702	529,804	600,000		70,196	70,196
Sanitary Landfill Enterprise	1,833	370,042	370,400		358	358
Airport Enterprise	29,362	93,437	114,690		31,253	31,253
Total business-type activities	1,006,077	7,410,348	7,638,365		228,017	228,017
Total primary government	(11,606,636)	20,386,706	9,784,395	(10,830,328)	228,017	(10,602,311)
<b><u>General revenues:</u></b>						
Taxes:						
Property taxes (General Fund & Debt Svc)				5,131,850		5,131,850
Sales tax				5,133,333		5,133,333
Other taxes				1,815,000		1,815,000
Investment earnings				5,463		5,463
Miscellaneous				52,100		52,100
Transfers				13,870	(13,870)	0
Total general revenues and transfers				12,151,616	(13,870)	12,137,746
Change in net assets				1,321,288	214,147	1,535,435
Net assets-beginning				8,537,795	4,163,572	12,701,367
Net assets-ending				9,859,083	4,377,719	14,236,802

**City of Stephenville**  
**Budgeted Expenses by Category**  
**FY 2015-2016**

Description	Salaries & Benefits	Contractual Services	Supplies	Maintenance	Debt Service	Non Depart	New Programs	Capital Replacement	Capital Improvement	Total
General Fund	\$ 9,160,411	\$ 1,694,717	\$ 605,410	\$ 644,680	\$ 30,600		\$ 248,000	\$ 459,000	\$ 165,000	\$ 13,007,818
Capital Project Fund										-
Special Revenue Fund		374,800								374,800
Economic Development (4B)		150,000								150,000
Debt Service					482,463					482,463
Enterprise Funds										
Water & Wastewater	1,322,329	1,563,628	122,645	501,750	2,239,990	513,870	98,100	69,000	130,200	6,561,512
Storm Water Drainage		200		25,000	504,604					529,804
Landfill	172,341	42,126	22,500	10,500	103,500	19,075				370,042
Airport		44,803	750	23,250	24,634					93,437
	<u>\$10,655,081</u>	<u>\$3,870,274</u>	<u>\$751,305</u>	<u>\$1,205,180</u>	<u>\$3,385,791</u>	<u>\$532,945</u>	<u>\$346,100</u>	<u>\$528,000</u>	<u>\$295,200</u>	<u>\$21,569,876</u>

## NEW PROGRAMS / CAPITAL IMPROVEMENT PRIORITIES

DIVISON	DEPT	DESCRIPTION	NEW PROGRAMS INCLUDED 2014-15	CAPITAL REPLACEMENT INCLUDED 2014-15	CAPITAL IMPROVEMENT INCLUDED 2014-15
5102	ADMIN	ADMINISTRATIVE ASSISTANT	48,000		
5105	MUNICIPAL BLD	UPGRADE FURNITURE CITY HALL OFFICES	20,000		
5401	HUMAN RESOURCES	PROFESSIONAL SALARY SURVEY (in prep for FY16-17)	30,000		
5502	PARK	MAIN PARKING LOT/ENTRANCE ROAD	50,000		
5702	PATROL	RADAR UNITS	12,000		
5801	ADMIN	ADMINISTRATIVE ASSISTANT	48,000		
5801	ADMIN	UPDATE SUBDIVISION ORDINANCE	40,000		
5505	STREETS	PROFESSIONAL SERVICES FOR STREET PROJECT (10% of \$1,000,000)			100,000
5505	STREETS	PAVEMENT MGMT PLAN / TRANSPORTATION UTILITY FUNDING STUDY			65,000
5501	REC HALL	REPLACE HEATER IN REC HALL		6,000	
5501	REC HALL	STAGE CURTAIN		15,000	
5505	STREET	1 TON PICKUP (REPLACE 2009 FORD)		30,000	
5505	STREET	BACKHOE (REPLACE 2004 CASE)		78,000	
56XX	ALL DEPARTMENTS	DIGITAL RADIO SYSTEM (Replace analog)		175,000	
5702	PATROL	PATROL VEHICLES (3EA)		125,000	
5705	CID	PATROL VEHICLE		30,000	
TOTAL GENERAL FUND			248,000	459,000	165,000
5000	ADMIN	CITY ENGINEER	98,100		
5001	SEWER	EAST SIDE SEWER EASEMENT ACQUISITION ( PHASE I )			30,000
5002	DISTRIBUTION	377 1M GAL GROUND STORAGE TANK EVALUATION			6,200
5002	DISTRIBUTION	536 AC TRACT AIRPORT WELL FIELD EXPANSION PLAN - PHASE I			26,000
5101	COLLECTION	BASIN 6 EVALUATION (50% COVERAGE)			68,000
5003	CUSTOMER SERVICE	1/2 TON PICKUP TRUCK (REPLACE UNIT 130 - 2006 CHEVY)		22,000	
5003	CUSTOMER SERVICE	1/2 TON PICKUP TRUCK (REPLACE UNIT 132 - 2008 FORD)		22,000	
5102	WWTP	SKID STEER LOADER		25,000	
TOTAL WATER & WASTEWATER			98,100	69,000	130,200
TOTAL ALL FUNDS			346,100	528,000	295,200

1,169,300



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# **GENERAL FUND**

# General Fund

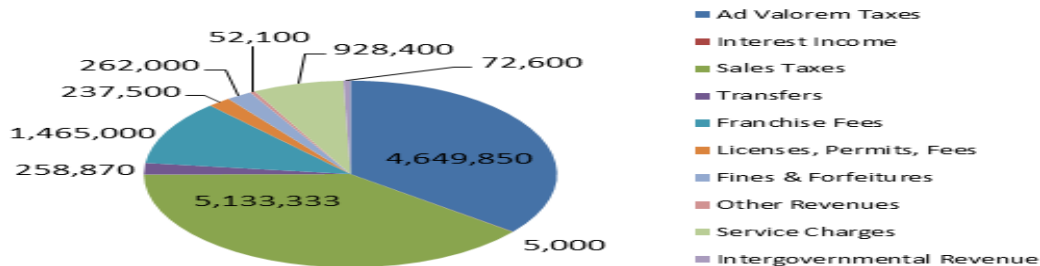
The General Fund is responsible for providing basic services to the residents of the City. These services include Public Safety (Municipal Court, Police and Fire); Public Works (Public Works, Streets); Community Development (Development, Planning, Inspections); Parks and Recreation (Parks, Swimming Pool, Soccer Fields, Cemetery); Administrative Services (Finance, Purchasing, Social Services, Management Information Services); City Administration (City Council, City Secretary, Legal, City Manager).

The General Fund's primary revenue sources are Ad Valorem Taxes, Sales Taxes, Franchise Fees and Charges for City Services. The City Council is responsible for establishing a tax rate for the General Fund.

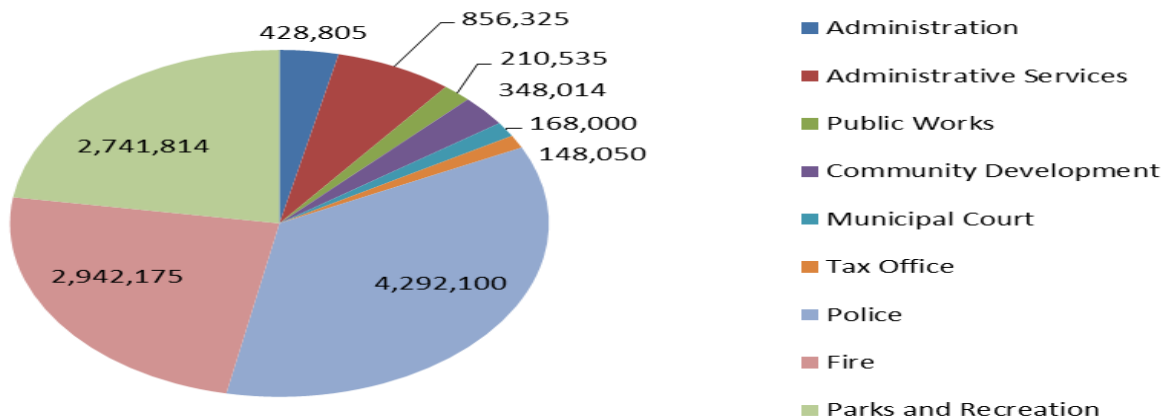
State statutes require that if the Maintenance and Operation (M&O) portion of the tax rate exceeds the effective tax rate, then the City must publish a notice indicating the increase and hold a public hearing. If the increase is 8% or greater, the citizens have the right to petition for a "roll-back" election.

The sales tax rate inside the City of Stephenville is 8.25%, with 1.375% being dedicated for City use and .125% dedicated to Economic Development (4B). The remainder goes to the State (6.25%) and Erath County (0.5%).

**General Fund Revenue 2015-2016**



**General Fund Expenditures 2015-2016**





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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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FUND FINANCIAL SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2014-2015 -----) DEPARTMENT REQUESTED	(----- 2014-2015 -----) CITY ADMIN. RECOMMENDED	(----- 2014-2015 -----) COUNCIL ADOPTED
REVENUE SUMMARY							
ALL REVENUE	12,802,199	13,381,073	13,138,509	12,601,992	13,064,653	13,064,653	13,064,653
FUND TOTAL REVENUES	12,802,199 =====	13,381,073 =====	13,138,509 =====	12,601,992 =====	13,064,653 =====	13,064,653 =====	13,064,653 =====
EXPENDITURE SUMMARY							
ALL EXPENDITURES	12,257,441	12,608,952	13,854,346	11,380,996	12,618,927	12,190,818	12,135,818
FUND TOTAL EXPENDITURES	12,257,441 =====	12,608,952 =====	13,854,346 =====	11,380,996 =====	12,618,927 =====	12,190,818 =====	12,135,818 =====
REVENUES OVER/(UNDER) EXPENDITURES	544,759 =====	772,122 =====	( 715,837) =====	1,220,996 =====	445,726 =====	873,835 =====	928,835 =====

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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DIVISION FINANCIAL SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2014-2015 -----) DEPARTMENT REQUESTED	(----- 2014-2015 -----) CITY ADMIN. RECOMMENDED	(----- 2014-2015 -----) COUNCIL ADOPTED
REVENUE SUMMARY							
0 TAXES	10,726,245	11,273,895	11,333,977	10,506,375	11,248,183	11,248,183	11,248,183
1 LICENSES AND PERMITS	398,093	261,125	173,800	178,277	237,500	237,500	237,500
2 FINES AND FORFEITURES	329,473	261,324	250,000	209,601	262,000	262,000	262,000
3 INTERGOVERNMENTAL	69,065	127,734	89,407	76,207	72,600	72,600	72,600
4 SERVICE CHARGES	986,462	931,715	950,800	817,865	928,400	928,400	928,400
5 OTHER REVENUE	292,862	525,280	340,525	667,279	315,970	315,970	315,970
FUND TOTAL REVENUES	12,802,199 =====	13,381,073 =====	13,138,509 =====	12,455,605 =====	13,064,653 =====	13,064,653 =====	13,064,653 =====

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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		2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	2015-2016 CITY ADMIN. RECOMMENDED	2015-2016 COUNCIL ADOPTED
<u>0 TAXES</u>								
4001	PROPERTY TAX	4,019,929	4,279,653	4,402,977	4,358,774	4,619,850	4,619,850	4,619,850
4001.000A	REFUNDS ON PROPERTY TAXES (	4,737)	( 2,945)	0	( 4,421)	0	0	0
4003	PENALTY & INTEREST	33,330	36,731	25,000	0	30,000	30,000	30,000
4004	LATE RENDITION FEES	2,426	2,916	0	0	0	0	0
4010	CITY SALES TAX	5,281,663	5,485,705	5,470,000	4,767,849	5,133,333	5,133,333	5,133,333
4030	MIXED DRINKS TAX	40,720	50,288	41,000	57,169	50,000	50,000	50,000
4041	TELEPHONE GROSS RECEIPTS	58,203	81,345	80,000	45,589	80,000	80,000	80,000
4042	ELECTRIC GROSS RECEIPTS	733,152	748,554	745,000	788,434	745,000	745,000	745,000
4043	GAS GROSS RECEIPTS	102,855	106,650	130,000	133,651	105,000	105,000	105,000
4044	CABLE TV GROSS RECEIPTS	48,502	47,978	50,000	51,197	50,000	50,000	50,000
4045	WATER/WW GROSS RECEIPTS	255,349	255,044	245,000	178,723	255,000	255,000	255,000
4046	GARBAGE GROSS RECEIPTS TAX	154,852	181,976	145,000	129,410	180,000	180,000	180,000
TOTAL 0 TAXES		10,726,245	11,273,895	11,333,977	10,506,375	11,248,183	11,248,183	11,248,183
<u>1 LICENSES AND PERMITS</u>								
4102	ANIMAL PERMIT FEES	2,010	1,935	500	775	2,000	2,000	2,000
4103	SOLICITOR'S LICENSES	140	145	250	13,322	150	150	150
4104	GARAGE SALE PERMITS	2,572	2,716	2,000	1,514	2,500	2,500	2,500
4110	TAXI CAB LICENSE	0	0	0	50	0	0	0
4112	LIQUOR LICENSE APPLICATION	60	210	250	60	250	250	250
4120	BUILDING PERMITS	265,916	168,306	100,000	110,323	180,000	180,000	180,000
4122	P&Z AND BOA APPLICATIONS	9,433	4,400	2,000	1,300	2,000	2,000	2,000
4123	FILING FEES - SUBD. PLATTS	2,220	3,940	1,000	2,980	3,000	3,000	3,000
4124	ELECTRICAL PERMITS	5,971	4,536	1,000	3,890	4,000	4,000	4,000
4126	MOBILE HOME PARK FEES	3,240	3,290	3,000	3,110	3,000	3,000	3,000
4127	PLUMBING PERMITS	5,689	5,959	3,000	5,602	5,000	5,000	5,000
4128	MECHANICAL PERMITS	725	500	400	475	400	400	400
4129	MOBILE HOME PERMITS	150	300	400	100	200	200	200
4130	FOOD SERVICE PERMITS	34,760	33,730	30,000	30,776	35,000	35,000	35,000
4131	PLAN REVIEW / FIRE CODE	65,207	31,159	30,000	4,000	0	0	0
TOTAL 1 LICENSES AND PERMITS		398,093	261,125	173,800	178,277	237,500	237,500	237,500
<u>2 FINES AND FORFEITURES</u>								
4201	MUNICIPAL COURT FINES	328,409	260,977	245,000	209,131	261,000	261,000	261,000
4220	DELINQUENT FINES	1,064	347	5,000	470	1,000	1,000	1,000
TOTAL 2 FINES AND FORFEITURES		329,473	261,324	250,000	209,601	262,000	262,000	262,000
<u>3 INTERGOVERNMENTAL</u>								
4301	ERATH COUNTY	0	0	0	0	0	0	0
4302	STEPHENVILLE ISD	62,077	74,744	68,000	68,207	69,000	69,000	69,000
4303	FIBER OPTIC LEASE	3,600	3,600	3,600	3,000	3,600	3,600	3,600
4350	GRANTS	3,388	49,390	17,807	5,000	0	0	0
4351	2009-10 JAG ARRA 2247701	0	0	0	0	0	0	0
TOTAL 3 INTERGOVERNMENTAL		69,065	127,734	89,407	76,207	72,600	72,600	72,600

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CITY OF STEPHENVILLE  
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		(----- 2014-2015 -----) (----- 2015-2016 -----)						
REVENUES		2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>4 SERVICE CHARGES</u>								
4401	FIRE DEPT MISCELLANEOUS	35,956	21,750	21,500	0	21,500	21,500	21,500
4403	EMERGENCY AMBULANCE	536,237	566,233	550,000	537,638	550,000	550,000	550,000
4405.0001	LIBRARY COPIER	1,356	1,645	900	1,883	200	200	200
4405.0002	LIBRARY MICROFILM COPIER	0	0	0	0	0	0	0
4405.0003	BOOKS	202	223	450	286	300	300	300
4405.0005	COMPUTER DISCS	0	0	0	0	0	0	0
4405.0006	LIBRARY MISCELLANEOUS	19	44	250	103	1,000	1,000	1,000
4406	LIBRARY FINES	450	498	1,000	632	1,000	1,000	1,000
4407	NON-RESIDENT FEES	1,280	1,113	1,500	795	1,000	1,000	1,000
4410	AQUATIC CTR-GATE FEES	106,084	95,940	110,000	57,705	103,500	103,500	103,500
4410.000A	AQUATIC CTR-SWIMMING LESSO	8,295	9,655	8,000	7,351	8,000	8,000	8,000
4410.000B	AQUATIC CTR-RENTAL RESERVA	12,258	7,378	12,000	7,446	12,000	12,000	12,000
4410.000C	AQUATIC CTR-PROGRAM ACTIVI	4,813	4,157	4,500	1,760	4,500	4,500	4,500
4410.000D	AQUATIC CTR-CONCESSION COM	7,298	5,141	7,000	0	7,000	7,000	7,000
4411	PARK FACILITIES RENTAL	10,865	12,868	10,000	6,726	12,500	12,500	12,500
4411.000C	RENTAL-SR. CITIZEN FACILIT	2,625	3,657	2,500	1,710	2,500	2,500	2,500
4412	CAMPER SITE FEES	5,247	5,689	5,000	3,507	5,000	5,000	5,000
4413.000A	REC. ADULT PROGRAM ACTIVIT	2,208	2,259	2,500	1,856	3,000	3,000	3,000
4413.000B	REC. YOUTH PROGRAM ACTIVIT	45,705	12,206	5,000	8,751	5,500	5,500	5,500
4413.000C	REC. SENIOR PROGRAM ACTIVI	9,035	7,908	7,500	7,138	7,500	7,500	7,500
4413.000D	REC. SR. CITIZEN DANCES	12,986	13,329	14,000	9,653	14,000	14,000	14,000
4414.000A	REC. ADULT LEAGUES	27,910	19,505	25,000	26,399	22,500	22,500	22,500
4414.000B	REC. YOUTH LEAGUES	56,024	51,406	60,000	55,285	57,500	57,500	57,500
4415	REC. PROGRAM SPONSORS	10,850	10,720	10,000	11,255	10,000	10,000	10,000
4416	REC. SPECIAL EVENTS	7,519	3,653	10,000	5,587	5,000	5,000	5,000
4420	CEMETERY LOT SALES	17,663	36,866	30,000	23,565	25,000	25,000	25,000
4421	CEMETERY MISCELLANEOUS	0	0	300	0	300	300	300
4425	PUBLIC SAFETY REPORTS	3,573	2,893	2,500	2,148	2,500	2,500	2,500
4426	POLICE ESCORT FEES	0	120	1,000	190	1,000	1,000	1,000
4428	FALSE ALARMS	109	1,150	1,000	900	1,000	1,000	1,000
4435	LEASES	2,400	2,400	2,400	2,600	3,600	3,600	3,600
4440	PARKLAND DEDICATION FEE	6,600	( 6,600)	0	0	0	0	0
4455	STREET CUTS/CURB/GUTTER	30,443	28,170	30,000	25,869	30,000	30,000	30,000
4465	LOT MOWING & DEMOLITION	20,451	9,743	15,000	9,130	10,000	10,000	10,000
TOTAL 4 SERVICE CHARGES		986,462	931,715	950,800	817,865	928,400	928,400	928,400
<u>5 OTHER REVENUE</u>								
4501	INTEREST ON INVESTMENTS	6,497	2,492	5,000	3,752	4,500	4,500	4,500
4501.000A	INTEREST ON CHECKING ACCOU	916	2,484	500	1,960	500	500	500
4510	SALE OF CITY EQUIPMENT	25,100	36,272	20,000	11,000	20,000	20,000	20,000
4515	SALE OF CITY LAND	( 150)	183,550	0	0	0	0	0
4520	INSURANCE PROCEEDS	37,200	54,482	20,000	26,931	20,000	20,000	20,000
4520.000H	INSURANCE PROCEEDS-HAIL DAM	0	0	0	365,851	0	0	0
4540	INSUFFICIENT CHECK FEES	90	180	200	90	100	100	100
4541	MISCELLANEOUS	12,342	12,405	15,000	13,889	10,000	10,000	10,000
4542	DONATIONS & CONTRIBUTIONS	0	32,491	0	210	0	0	0
4543	SR CIT-DONATIONS/MEMORIALS	2,071	2,237	1,000	2,212	1,000	1,000	1,000
4544	LIBRARY DONATIONS/MEMORIAL	287	691	5,000	432	1,000	1,000	1,000
4545	OVER - SHORT	0	0	0	0	0	0	0
4547	POLICE DEPT MISC	( 315)	1,466	65,000	66,934	0	0	0
4590	TRANS. FR OTHER FUNDS-ADM.	208,824	196,531	208,825	174,020	258,870	258,870	258,870
4591	TRANSFER FM LANDFILL	0	0	0	0	0	0	0
TOTAL 5 OTHER REVENUE		292,862	525,280	340,525	667,279	315,970	315,970	315,970
FUND TOTAL REVENUES		12,802,199	13,381,073	13,138,509	12,455,605	13,064,653	13,064,653	13,064,653

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CITY OF STEPHENVILLE  
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DIVISION FINANCIAL SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2014-2015 -----) DEPARTMENT REQUESTED	(----- 2014-2015 -----) 2015-2016 CITY ADMIN. RECOMMENDED	(----- 2014-2015 -----) COUNCIL ADOPTED
<u>EXPENDITURE SUMMARY</u>							
<u>1 CENTRAL GOVERNMENT</u>							
<u>01 CITY COUNCIL ADMINISTRATION</u>							
1-PERSONNEL	22,207	20,283	23,792	18,897	21,224	21,224	21,224
2-CONTRACTUAL	32,211	45,819	245,148	88,193	37,248	29,248	29,248
3-GENERAL SERVICES	2,733	2,416	2,600	2,112	2,600	2,600	2,600
5-CAPITAL OUTLAY	0	0	4,500	11,460	0	0	0
TOTAL 01 CITY COUNCIL ADMINISTRATION	57,151	68,519	276,040	120,663	61,072	53,072	53,072
<u>02 CITY ADMINISTRATOR</u>							
1-PERSONNEL	132,159	206,774	151,917	119,382	155,608	155,608	155,608
2-CONTRACTUAL	4,044	4,329	3,972	2,240	4,662	4,662	4,662
3-GENERAL SERVICES	93	195	4,300	4,063	400	400	400
TOTAL 02 CITY ADMINISTRATOR	136,297	211,298	160,189	125,685	160,670	160,670	160,670
<u>03 CITY SECRETARY</u>							
1-PERSONNEL	74,737	78,729	89,779	71,170	94,079	94,079	94,079
2-CONTRACTUAL	13,704	9,564	14,177	13,871	14,437	14,437	14,437
3-GENERAL SERVICES	3,844	5,117	5,350	3,953	5,350	5,350	5,350
4-MACHINE & EQUIPMENT MAINTENANCE	219	1,519	400	123	400	400	400
TOTAL 03 CITY SECRETARY	92,504	94,930	109,706	89,116	114,266	114,266	114,266
<u>04 EMERGENCY MANAGEMENT</u>							
2-CONTRACTUAL	9,485	45,271	12,750	12,878	4,300	4,300	4,300
4-MACHINE & EQUIPMENT MAINTENANCE	1,988	400	1,000	9,160	1,000	1,000	1,000
5-CAPITAL OUTLAY	0	54,653	0	0	0	0	0
TOTAL 04 EMERGENCY MANAGEMENT	11,473	100,324	13,750	22,038	5,300	5,300	5,300
<u>05 MUNICIPAL BUILDING</u>							
1-PERSONNEL	39,294	39,690	43,517	34,710	45,552	45,552	45,552
2-CONTRACTUAL	46,356	39,049	48,440	68,369	54,935	52,935	52,935
3-GENERAL SERVICES	11,415	12,892	9,200	8,813	9,200	9,200	9,200
4-MACHINE & EQUIPMENT MAINTENANCE	12,346	16,665	29,200	27,286	18,000	14,500	14,500
5-CAPITAL OUTLAY	0	21,212	0	0	0	0	0
8-NOT USED	250,000	500,000	0	0	0	0	0
TOTAL 05 MUNICIPAL BUILDING	359,411	629,508	130,357	139,178	127,687	122,187	122,187
<u>06 MUNICIPAL SERVICE CENTER</u>							
1-PERSONNEL	37,295	37,637	43,517	32,785	45,668	45,669	45,669
2-CONTRACTUAL	29,191	33,588	32,007	23,423	32,029	31,029	31,029
3-GENERAL SERVICES	3,274	3,134	4,650	7,675	4,650	3,650	3,650
4-MACHINE & EQUIPMENT MAINTENANCE	5,406	6,710	12,500	10,749	12,500	8,000	8,000
TOTAL 06 MUNICIPAL SERVICE CENTER	75,166	81,069	92,674	74,632	94,847	88,348	88,348
TOTAL 1 CENTRAL GOVERNMENT	732,002	1,185,648	782,716	571,312	563,842	543,843	543,843
<u>2 FINANCE</u>							
<u>01 FINANCIAL ADMIN/ACCOUNTS</u>							
1-PERSONNEL	268,559	275,893	231,619	183,913	244,314	244,314	244,314
2-CONTRACTUAL	121,455	116,907	123,758	105,530	111,908	111,658	111,658
3-GENERAL SERVICES	2,581	1,115	1,200	468	1,200	950	950
4-MACHINE & EQUIPMENT MAINTENANCE	48,472	59,242	20,000	15,717	22,500	22,500	22,500
6-BANK CHARGES	0	0	0	434	0	0	0
TOTAL 01 FINANCIAL ADMIN/ACCOUNTS	441,066	453,157	376,577	306,063	379,922	379,422	379,422
<u>02 PURCHASING</u>							
1-PERSONNEL	57,164	59,011	63,013	49,216	63,944	63,944	63,944
2-CONTRACTUAL	1,831	2,752	4,072	1,161	4,072	4,072	4,072
3-GENERAL SERVICES	117	309	450	274	450	450	450
TOTAL 02 PURCHASING	59,111	62,072	67,535	50,652	68,466	68,466	68,466
<u>03 INFORMATION TECHNOLOGY</u>							
1-PERSONNEL	0	0	67,439	57,620	80,359	80,360	80,360
2-CONTRACTUAL	0	0	17,700	495	6,900	1,900	1,900
3-GENERAL SERVICES	0	0	1,200	152	1,600	1,100	1,100
4-MACHINE & EQUIPMENT MAINTENANCE	0	0	40,000	36,308	55,000	52,500	52,500
5-CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTAL 03 INFORMATION TECHNOLOGY	0	0	126,339	94,575	143,859	135,860	135,860

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CITY OF STEPHENVILLE  
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DIVISION FINANCIAL SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2015-2016 -----) Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<hr/>							
04 TAX							
2-CONTRACTUAL	127,594	138,044	148,050	145,285	148,050	148,050	148,050
TOTAL 04 TAX	127,594	138,044	148,050	145,285	148,050	148,050	148,050
<hr/>							
TOTAL 2 FINANCE	627,771	653,273	718,501	596,575	740,297	731,798	731,798
<hr/>							
3 LEGAL							
<hr/>							
01 LEGAL COUNSEL							
1-PERSONNEL	99,636	91,569	85,476	77,683	113,350	113,350	113,350
2-CONTRACTUAL	11,557	15,940	165,172	154,998	16,172	16,172	16,172
3-GENERAL SERVICES	0	226	0	225	0	0	0
TOTAL 01 LEGAL COUNSEL	111,193	107,735	250,648	232,906	129,522	129,522	129,522
<hr/>							
02 MUNICIPAL COURT							
2-CONTRACTUAL	158,330	153,932	173,000	133,414	168,000	168,000	168,000
TOTAL 02 MUNICIPAL COURT	158,330	153,932	173,000	133,414	168,000	168,000	168,000
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TOTAL 3 LEGAL	269,524	261,667	423,648	366,320	297,522	297,522	297,522
<hr/>							
4 PERSONNEL							
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01 HUMAN RESOURCES							
1-PERSONNEL	54,803	56,206	59,560	46,751	63,841	63,840	63,840
2-CONTRACTUAL	44,151	44,721	42,232	33,729	35,457	30,457	30,457
3-GENERAL SERVICES	433	827	2,400	292	2,400	1,200	1,200
TOTAL 01 HUMAN RESOURCES	99,387	101,753	104,192	80,772	101,698	95,497	95,497
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TOTAL 4 PERSONNEL	99,387	101,753	104,192	80,772	101,698	95,497	95,497
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5 COMMUNITY SERVICES							
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00 COMMUNITY SVCS ADMIN							
1-PERSONNEL	0	0	93,979	67,857	118,533	118,533	118,533
2-CONTRACTUAL	0	0	3,461	2,531	8,861	8,861	8,861
3-GENERAL SERVICES	0	0	3,050	3,380	3,200	3,200	3,200
4-MACHINE & EQUIPMENT MAI	0	0	300	0	300	0	0
TOTAL 00 COMMUNITY SVCS ADMIN	0	0	100,790	73,768	130,894	130,594	130,594
<hr/>							
01 PARKS & RECREATION ADM							
1-PERSONNEL	417,819	380,497	295,632	201,247	275,764	275,764	275,764
2-CONTRACTUAL	228,055	201,762	126,050	145,790	112,250	105,250	105,250
3-GENERAL SERVICES	72,050	87,544	68,300	61,509	69,500	69,500	69,500
4-MACHINE & EQUIPMENT MAI	4,787	4,264	10,300	8,734	10,300	7,300	7,300
TOTAL 01 PARKS & RECREATION ADM	722,711	674,067	500,282	417,280	467,814	457,814	457,814
<hr/>							
02 PARK MAINTENANCE							
1-PERSONNEL	317,804	337,832	348,647	246,635	346,230	324,044	324,044
2-CONTRACTUAL	14,634	19,172	82,104	165,030	105,654	87,654	87,654
3-GENERAL SERVICES	41,467	39,570	45,750	25,846	45,750	39,250	39,250
4-MACHINE & EQUIPMENT MAI	68,467	75,542	90,650	96,913	77,250	70,400	70,400
5-CAPITAL OUTLAY	121,605	0	16,000	213,468	0	0	0
TOTAL 02 PARK MAINTENANCE	563,978	472,117	583,151	747,892	574,884	521,348	521,348
<hr/>							
03 CEMETERIES							
1-PERSONNEL	116,468	118,129	124,536	100,370	126,983	126,983	101,983
2-CONTRACTUAL	6,834	6,865	8,222	6,207	8,222	7,597	7,597
3-GENERAL SERVICES	6,952	5,553	7,700	3,850	7,700	6,200	6,200
4-MACHINE & EQUIPMENT MAI	4,134	3,245	18,100	17,238	10,600	10,100	10,100
5-CAPITAL OUTLAY	7,378	22,638	0	0	0	0	0
TOTAL 03 CEMETERIES	141,767	156,430	158,558	127,665	153,505	150,880	125,880

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND  
DIVISION FINANCIAL SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2015-2016 -----) Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>04 LIBRARY</u>							
1-PERSONNEL	160,323	164,098	166,833	133,555	165,601	165,600	165,600
2-CONTRACTUAL	15,032	16,602	17,300	11,153	23,050	21,050	21,050
3-GENERAL SERVICES	24,474	26,709	24,750	23,390	22,250	22,250	22,250
4-MACHINE & EQUIPMENT MAI	16,803	13,392	57,000	48,758	16,500	14,000	14,000
5-CAPITAL OUTLAY	5,939	0	5,000	0	0	0	0
TOTAL 04 LIBRARY	222,572	220,801	270,883	216,855	227,401	222,900	222,900
<u>05 STREET MAINTENANCE</u>							
1-PERSONNEL	395,891	402,771	419,496	327,469	424,842	424,842	424,842
2-CONTRACTUAL	322,382	235,250	325,758	190,582	326,058	294,058	294,058
3-GENERAL SERVICES	44,172	65,721	45,350	31,749	42,400	42,400	42,400
4-MACHINE & EQUIPMENT MAI	157,972	76,264	311,850	296,396	253,850	244,750	244,750
5-CAPITAL OUTLAY	226,999	74,624	380,000	20,893	0	0	0
TOTAL 05 STREET MAINTENANCE	1,147,416	854,630	1,482,454	867,089	1,047,150	1,006,050	1,006,050
<u>06 SENIOR CITIZENS</u>							
1-PERSONNEL	66,428	68,207	70,382	55,393	71,735	71,734	71,734
2-CONTRACTUAL	37,293	38,402	40,476	55,472	39,476	31,376	31,376
3-GENERAL SERVICES	17,755	16,584	14,750	11,083	11,750	8,750	8,750
4-MACHINE & EQUIPMENT MAI	23,630	6,029	10,750	6,438	7,250	3,500	3,500
5-CAPITAL OUTLAY	7,068	0	35,000	39,830	0	0	0
TOTAL 06 SENIOR CITIZENS	152,175	129,223	171,358	168,216	130,211	115,360	115,360
<u>07 AQUATIC CENTER</u>							
1-PERSONNEL	119,975	90,796	115,261	76,758	116,477	116,477	86,477
2-CONTRACTUAL	47,771	51,531	48,891	30,498	48,891	48,891	48,891
3-GENERAL SERVICES	17,394	14,575	18,000	20,832	18,000	14,000	14,000
4-MACHINE & EQUIPMENT MAI	13,288	8,908	13,000	13,721	13,000	12,500	12,500
5-CAPITAL OUTLAY	3,220	0	0	0	0	0	0
TOTAL 07 AQUATIC CENTER	201,648	165,809	195,152	141,808	196,368	191,868	161,868
TOTAL 5 COMMUNITY SERVICES	3,152,266	2,673,077	3,462,628	2,932,552	2,928,227	2,796,814	2,741,814
=====	=====	=====	=====	=====	=====	=====	=====
<u>6 FIRE DEPARTMENT</u>							
=====							
<u>01 FIRE ADMINISTRATION</u>							
1-PERSONNEL	187,111	193,118	246,195	179,849	263,826	260,376	260,376
2-CONTRACTUAL	23,148	51,509	36,389	41,423	36,389	36,389	36,389
3-GENERAL SERVICES	3,869	7,925	4,700	5,469	5,700	5,600	5,600
4-MACHINE & EQUIPMENT MAI	3,319	9,108	21,800	13,247	21,800	14,000	14,000
5-CAPITAL OUTLAY	0	8,832	4,096	3,945	0	0	0
TOTAL 01 FIRE ADMINISTRATION	217,448	270,493	313,180	243,932	327,715	316,365	316,365
<u>02 FIRE PREVENTION INVESTIGATI</u>							
1-PERSONNEL	116,844	164,548	168,089	138,193	172,748	172,750	172,750
2-CONTRACTUAL	6,889	4,075	7,710	5,379	8,010	7,310	7,310
3-GENERAL SERVICES	8,795	9,888	9,560	7,556	10,060	9,560	9,560
4-MACHINE & EQUIPMENT MAI	2,223	1,973	1,580	932	1,580	1,580	1,580
5-CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTAL 02 FIRE PREVENTION INVESTIGA	134,751	180,483	186,939	152,060	192,398	191,200	191,200
<u>03 FIRE SUPPRESSION</u>							
1-PERSONNEL	1,040,913	1,088,994	1,130,980	850,693	1,118,403	1,118,406	1,118,406
2-CONTRACTUAL	18,920	20,059	26,284	22,192	26,284	26,284	26,284
3-GENERAL SERVICES	42,177	49,417	49,000	27,618	49,500	47,000	47,000
4-MACHINE & EQUIPMENT MAI	27,336	20,098	35,100	28,063	35,100	26,400	26,400
5-CAPITAL OUTLAY	4,081	0	3,652	3,665	0	0	0
TOTAL 03 FIRE SUPPRESSION	1,133,426	1,178,568	1,245,016	932,232	1,229,287	1,218,090	1,218,090
<u>04 EMERGENCY MEDICAL SERVICE</u>							
1-PERSONNEL	1,009,241	995,655	1,057,892	804,645	1,044,830	1,044,833	1,044,833
2-CONTRACTUAL	23,108	27,482	32,667	20,746	32,667	31,167	31,167
3-GENERAL SERVICES	69,313	72,498	77,350	64,054	77,850	75,850	75,850
4-MACHINE & EQUIPMENT MAI	10,688	9,937	11,650	9,254	11,650	9,150	9,150
5-CAPITAL OUTLAY	134,935	37,421	75,100	75,104	0	0	0
7-DEBT SERVICE	0	0	0	0	30,600	30,600	30,600
TOTAL 04 EMERGENCY MED SERVICE	1,247,285	1,142,993	1,254,659	973,803	1,197,597	1,191,600	1,191,600

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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DIVISION FINANCIAL SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<u>05 VOLUNTEER FIRE DEPARTMENT</u>							
1-PERSONNEL	9,353	10,179	10,991	6,890	11,291	11,294	11,294
2-CONTRACTUAL	6,814	7,542	12,126	7,475	12,126	10,126	10,126
3-GENERAL SERVICES	870	4,231	6,500	1,647	6,000	3,000	3,000
4-MACHINE & EQUIPMENT MAI	5	158	1,500	0	1,500	500	500
5-CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTAL 05 VOLUNTEER FIRE DEPARTMENT	17,042	22,109	31,117	16,013	30,917	24,920	24,920
TOTAL 6 FIRE DEPARTMENT	2,749,952	2,794,645	3,030,911	2,318,040	2,977,914	2,942,175	2,942,175
=====							
<u>7 POLICE DEPARTMENT</u>							
=====							
<u>01 POLICE ADMINISTRATION</u>							
1-PERSONNEL	281,807	289,570	330,404	206,187	340,383	340,383	340,383
2-CONTRACTUAL	31,402	35,416	40,302	29,057	76,402	74,977	74,977
3-GENERAL SERVICES	1,918	1,840	3,100	2,055	3,100	2,900	2,900
4-MACHINE & EQUIPMENT MAI	0	0	100	5,350	2,600	2,500	2,500
5-CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTAL 01 POLICE ADMINISTRATION	315,127	326,826	373,906	242,650	422,485	420,760	420,760
<u>02 PATROL</u>							
1-PERSONNEL	1,657,692	1,723,567	1,783,838	1,389,462	1,706,092	1,706,093	1,706,093
2-CONTRACTUAL	70,514	97,715	89,102	83,734	90,102	80,102	80,102
3-GENERAL SERVICES	148,168	135,114	174,300	95,256	174,300	132,600	132,600
4-MACHINE & EQUIPMENT MAI	25,833	32,187	37,250	26,257	37,250	37,250	37,250
5-CAPITAL OUTLAY	109,805	140,306	193,500	187,238	0	0	0
TOTAL 02 PATROL	2,012,012	2,128,890	2,277,990	1,781,948	2,007,744	1,956,045	1,956,045
<u>03 COMMUNICATIONS</u>							
1-PERSONNEL	456,470	479,695	597,426	437,015	657,094	598,171	598,171
2-CONTRACTUAL	5,422	15,853	27,314	16,568	27,314	27,314	27,314
3-GENERAL SERVICES	8,998	14,864	12,575	6,898	13,200	10,000	10,000
5-CAPITAL OUTLAY	0	50,240	0	0	0	0	0
TOTAL 03 COMMUNICATIONS	470,890	560,651	637,315	460,481	697,608	635,485	635,485
<u>04 SUPPORT SERVICES</u>							
1-PERSONNEL	135,484	134,272	145,804	116,289	155,170	155,172	155,172
2-CONTRACTUAL	5,749	6,120	7,198	4,569	10,048	9,298	9,298
3-GENERAL SERVICES	5,737	7,600	8,050	5,185	8,050	6,150	6,150
4-MACHINE & EQUIPMENT MAI	0	0	100	0	100	100	100
TOTAL 04 SUPPORT SERVICES	146,970	147,992	161,152	126,043	173,368	170,720	170,720
<u>05 CRIMINAL INVESTIGATION</u>							
1-PERSONNEL	512,211	518,078	538,995	480,992	619,542	619,541	619,541
2-CONTRACTUAL	57,749	60,504	69,509	54,603	71,209	66,209	66,209
3-GENERAL SERVICES	26,071	34,291	27,200	24,097	28,000	24,750	24,750
4-MACHINE & EQUIPMENT MAI	3,953	2,699	5,000	944	5,000	4,500	4,500
5-CAPITAL OUTLAY	28,090	27,980	0	0	0	0	0
TOTAL 05 CRIMINAL INVESTIGATION	628,073	643,552	640,704	560,636	723,751	715,000	715,000
<u>06 PROFESSIONAL STANDARD</u>							
1-PERSONNEL	221,029	231,451	241,693	192,289	247,877	247,877	247,877
2-CONTRACTUAL	7,227	9,085	10,122	6,581	10,122	9,823	9,823
3-GENERAL SERVICES	12,166	12,961	11,300	7,020	11,300	9,800	9,800
4-MACHINE & EQUIPMENT MAI	3,821	1,900	6,750	984	6,750	3,750	3,750
TOTAL 06 PROFESSIONAL STANDARD	244,243	255,397	269,865	206,873	276,049	271,250	271,250
<u>07 ANIMAL CONTROL</u>							
1-PERSONNEL	83,042	92,889	94,124	60,437	89,037	89,037	89,037
2-CONTRACTUAL	3,419	5,766	5,803	3,176	5,803	5,303	5,303
3-GENERAL SERVICES	28,451	31,341	32,245	18,959	32,245	27,000	27,000
4-MACHINE & EQUIPMENT MAI	742	2,316	3,000	539	3,000	1,500	1,500
5-CAPITAL OUTLAY	0	0	70,000	68,936	0	0	0
TOTAL 07 ANIMAL CONTROL	115,654	132,311	205,172	152,047	130,085	122,840	122,840
<u>09PUBLIC SAFETY CLERICAL</u>							
1-PERSONNEL	0	0	35,318	31,840	11,232	11,234	11,234
2-CONTRACTUAL	0	0	40,821	26,232	40,821	35,821	35,821
3-GENERAL SERVICES	0	0	16,820	3,592	16,820	16,000	16,000
4-MACHINE & EQUIPMENT MAI	0	0	95,000	103,103	80,000	80,000	80,000
5-CAPITAL OUTLAY	0	0	55,760	55,761	0	0	0
TOTAL 09PUBLIC SAFETY CLERICAL	0	0	243,719	220,528	148,873	143,055	143,055
TOTAL 7 POLICE DEPARTMENT	3,932,970	4,195,620	4,809,823	3,751,206	4,579,963	4,435,155	4,435,155
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CITY OF STEPHENVILLE  
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DIVISION FINANCIAL SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
8 COMMUNITY DEVELOPMENT =====							
01 PLANNING/DEVELOPMENT ADMIN							
1-PERSONNEL	155,846	164,024	135,746	96,021	116,016	116,016	116,016
2-CONTRACTUAL	10,023	16,929	66,249	66,961	14,269	8,769	8,769
3-GENERAL SERVICES	1,411	1,378	2,050	5,130	1,300	1,300	1,300
4-MACHINE & EQUIPMENT MAI	4,083	3,810	3,900	1,393	0	0	0
5-CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTAL 01 PLANNING/DEVELOPMENT ADMIN	171,365	186,142	207,945	169,505	131,585	126,085	126,085
02 INSPECTIONS							
1-PERSONNEL	105,477	108,604	117,263	96,636	125,807	125,807	125,807
2-CONTRACTUAL	163,133	70,513	81,852	24,352	79,618	10,618	10,618
3-GENERAL SERVICES	2,424	8,646	4,700	9,694	3,200	2,000	2,000
4-MACHINE & EQUIPMENT MAI	633	841	1,800	14	1,500	1,500	1,500
5-CAPITAL OUTLAY	0	0	22,000	20,264	0	0	0
TOTAL 02 INSPECTIONS	271,667	188,605	227,615	150,959	210,125	139,925	139,925
03 CODE ENFORCEMENT							
1-PERSONNEL	41,012	32,015	44,417	34,563	46,504	46,504	46,504
2-CONTRACTUAL	29,364	11,447	38,450	5,736	38,750	33,550	33,550
3-GENERAL SERVICES	1,067	789	2,900	492	1,900	1,450	1,450
4-MACHINE & EQUIPMENT MAI	0	122	600	283	600	500	500
5-CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTAL 03 CODE ENFORCEMENT	71,442	44,372	86,367	41,075	87,754	82,004	82,004
TOTAL 8 COMMUNITY DEVELOPMENT	514,474	419,119	521,927	361,539	429,464	348,014	348,014
9 PUBLIC SAFETY FACILITY =====							
01 PUBLIC SAFETY CLERICAL							
1-PERSONNEL	55,991	57,150	0	0	0	0	0
2-CONTRACTUAL	41,044	41,705	0	0	0	0	0
3-GENERAL SERVICES	12,411	14,148	0 (	204)	0	0	0
4-MACHINE & EQUIPMENT MAI	69,648	83,454	0	0	0	0	0
5-CAPITAL OUTLAY	0	127,693	0	0	0	0	0
TOTAL 01 PUBLIC SAFETY CLERICAL	179,095	324,149	0 (	204)	0	0	0
TOTAL 9 PUBLIC SAFETY FACILITY	179,095	324,149	0 (	204)	0	0	0
FUND TOTAL EXPENDITURES	12,257,441	12,608,952	13,854,346	11,380,996	12,618,927	12,190,818	12,135,818
REVENUES OVER/(UNDER) EXPENDITURES	544,759	772,122	( 715,837)	1,220,996	445,726	873,835	928,835



# City Council

General Fund

Central Government Division 51

Department 01

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## Program Description

Stephenville is a home-run city. The City Council consists of eight council members and a mayor. All members of the Council are elected at-large. The City Council operates under the Stephenville City Charter, City ordinances and State law. Four officers of the City are appointed by the City Council and operate under its guidance: City Administrator, City Attorney, City Secretary and Municipal Judge.

The City Council is the policy-making arm of city government. It has a wide variety of tasks which include approving any expenditure of the City which exceeds the amount stipulated in the Charter and by State law, appointing board and commission members, ordering regular and special elections and considering zoning issues.

The City Council must study, analyze and approve complex plans for expansion and rehabilitation of the City's utilities and other progressive plans that may benefit the citizens.

### Performance Objectives

- Develop policies which enhance the quality of life for the community while preserving its unique character and natural resources.
- Ensure the long-term financial viability of Stephenville.
- Promote community involvement and participation in local government.
- Attend regular and special Council meetings.

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CITY OF STEPHENVILLE  
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	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2014-2015 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<b>EXPENDITURES</b>							
<b>01 CITY COUNCIL ADMINISTRATION</b>							
<b>=====</b>							
<b>1-PERSONNEL</b>							
5101-111 SALARIES	20,420	18,810	21,600	17,470	19,200	19,200	19,200
5101-112 OVERTIME	0	0	0	0	0	0	0
5101-113 PART-TIME WAGES	178	0	460	0	460	460	460
5101-122 SOCIAL SECURITY	1,575	1,423	1,688	1,385	1,504	1,504	1,504
5101-123 WORKERS' COMPENSATION	34	50	44	43	60	60	60
TOTAL 1-PERSONNEL	22,207	20,283	23,792	18,897	21,224	21,224	21,224
<b>2-CONTRACTUAL</b>							
5101-211 POSTAGE	390	333	400	133	400	400	400
5101-212 COMMUNICATIONS	0	0	0	0	0	0	0
5101-213 PRINTING	3,648	1,490	3,000	2,834	3,000	3,000	3,000
5101-214 ADVERTISING & PUBLIC NOTIC	2,869	2,354	4,000	576	4,000	4,000	4,000
5101-215 EDUCATION & SCHOOLING	5,372	6,174	19,000	5,396	9,000	6,000	6,000
5101-224 INSURANCE	1,443	1,453	1,548	1,347	1,548	1,548	1,548
5101-252 DUES & SUBSCRIPTIONS	8,590	10,000	9,200	6,326	9,300	9,300	9,300
5101-253 OUTSIDE PROFESSIONAL	375	7,998	18,000	18,002	0	0	0
5101-254 SPECIAL SERVICES	9,524	16,018	190,000	53,580	10,000	5,000	5,000
TOTAL 2-CONTRACTUAL	32,211	45,819	245,148	88,193	37,248	29,248	29,248
<b>3-GENERAL SERVICES</b>							
5101-317 PHOTO & DUPLICATION	93	182	0	330	0	0	0
5101-332 OPERATING SUPPLIES	2,640	2,235	2,600	1,782	2,600	2,600	2,600
TOTAL 3-GENERAL SERVICES	2,733	2,416	2,600	2,112	2,600	2,600	2,600
<b>5-CAPITAL OUTLAY</b>							
5101-514 OTHER EQUIPMENT	0	0	4,500	11,460	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	4,500	11,460	0	0	0
<b>=====</b>							
TOTAL 01 CITY COUNCIL ADMINISTRATION	57,151	68,519	276,040	120,663	61,072	53,072	53,072

# City Administrator

General Fund

Central Government Division 51

Department 02

## Program Description

The City Administrator is appointed by the City Council and is the chief administrative and executive officer for the City.

The City Administrator is responsible for the administration of all City departments and transfers City Council policy into viable work programs.

### Program Personnel

Title	2013-2014	2014-2015	2015-2016
City Administrator	1	1	1
	1	1	1

### Performance Objectives

- Ensure the delivery of quality services to citizens through effective management and efficient administration.
- Coordinate the implementation of City Council goals and objectives with all City Departments.
- Facilitate community activities to address public requests for needs and services.
- Improve citizen's awareness and understanding of City programs, services and issues and promote a positive public image of the organization.
- Respond to citizen concerns and City Council requests in a timely manner.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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01 -GENERAL FUND

DIVISION - 1 CENTRAL GOVERNMENT

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2014-2015 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<b>EXPENDITURES</b>							
<b>02 CITY ADMINISTRATOR</b>							
<b>=====</b>							
<b>1-PERSONNEL</b>							
5102-111 SALARIES	101,834	163,197	113,240	87,665	118,240	118,240	118,240
5102-112 OVERTIME	0	0	0	0	0	0	0
5102-121 RETIREMENT	16,248	24,992	16,810	13,466	17,721	17,721	17,721
5102-122 SOCIAL SECURITY	7,513	11,440	8,663	6,946	9,367	9,367	9,367
5102-123 WORKER'S COMPENSATION	199	231	257	239	429	429	429
5102-125 GROUP INSURANCE	6,364	6,914	9,347	8,067	6,251	6,251	6,251
5102-126 CAR ALLOWANCE	0	0	3,600	3,000	3,600	3,600	3,600
TOTAL 1-PERSONNEL	132,159	206,774	151,917	119,382	155,608	155,608	155,608
<b>2-CONTRACTUAL</b>							
5102-211 POSTAGE	( 7)	1	0	0	0	0	0
5102-212 COMMUNICATION	742	702	900	426	840	840	840
5102-215 EDUCATION & SCHOOLING	1,430	2,217	1,250	798	2,000	2,000	2,000
5102-224 OTHER INSURANCE	544	545	572	550	572	572	572
5102-231 RENTAL	0	0	0	12	0	0	0
5102-252 DUES & SUBSCRIPTIONS	1,336	864	1,250	454	1,250	1,250	1,250
TOTAL 2-CONTRACTUAL	4,044	4,329	3,972	2,240	4,662	4,662	4,662
<b>3-GENERAL SERVICES</b>							
5102-314 OFFICE SUPPLIES	53	195	4,300	4,063	400	400	400
5102-332 OPERATING SUPPLIES	40	0	0	0	0	0	0
TOTAL 3-GENERAL SERVICES	93	195	4,300	4,063	400	400	400
TOTAL 02 CITY ADMINISTRATOR	136,297	211,298	160,189	125,685	160,670	160,670	160,670

# City Secretary

General Fund

Central Government Division 51

Department 03

## Program Description

The City Secretary is appointed by the City Council and in that capacity records, maintains, and/or composes minutes, ordinance, resolutions, agendas, proclamations and other miscellaneous records.

The City Secretary administers all municipal elections ordered by the City Council. This position is also Records Manager of the City and is responsible for the composition of the Records Retention and Destruction Schedule mandated by State Law. In addition, the City Secretary must see that all revisions to the Code of Ordinances are codified and distributed.

### Program Personnel

Title	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
City Secretary	<u>1</u>	<u>1</u>	<u>1</u>
	<u>1</u>	<u>1</u>	<u>1</u>

### Performance Objectives

- Administer regular and special elections in accordance with State Law and City Charter.
- Oversee the Records Management Program and compose and require compliance with the Retention/Destruction Schedule as mandated by State Law.
- Perform all duties for the City Council according to the City Charter and State Law.
- Perform all other duties of the office of the City Secretary in accordance with the law in a manner that best serves the citizens of Stephenville.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND

DIVISION - 1 CENTRAL GOVERNMENT

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<b>EXPENDITURES</b>							
<b>03 CITY SECRETARY</b>							
=====							
<u>1-PERSONNEL</u>							
5103-111 SALARIES	55,810	58,908	64,847	50,556	68,112	68,112	68,112
5103-112 OVERTIME	0	0	0	0	0	0	0
5103-121 RETIREMENT	8,904	9,050	9,627	7,949	10,379	10,379	10,379
5103-122 SOCIAL SECURITY	3,551	4,170	4,961	4,193	5,486	5,486	5,486
5103-123 WORKER'S COMPENSATION	108	125	147	147	251	251	251
5103-125 GROUP INSURANCE	6,364	6,476	6,597	5,326	6,251	6,251	6,251
5103-126 CAR ALLOWANCE	0	0	3,600	3,000	3,600	3,600	3,600
TOTAL 1-PERSONNEL	74,737	78,729	89,779	71,170	94,079	94,079	94,079
<u>2-CONTRACTUAL</u>							
5103-211 POSTAGE	34	1	100	9	100	100	100
5103-212 COMMUNICATIONS	334	549	700	416	700	700	700
5103-215 EDUCATION & SCHOOLING	150	982	1,000	768	1,000	1,000	1,000
5103-224 OTHER INSURANCE	215	145	172	150	172	172	172
5103-252 DUES & SUBSCRIPTIONS	430	364	405	374	405	405	405
5103-253 OUTSIDE PROFESSIONAL	12,542	7,524	11,800	12,155	12,060	12,060	12,060
TOTAL 2-CONTRACTUAL	13,704	9,564	14,177	13,871	14,437	14,437	14,437
<u>3-GENERAL SERVICES</u>							
5103-313 BOOKS & EDUCATIONAL MATERI	3,560	3,795	4,000	3,401	4,000	4,000	4,000
5103-314 OFFICE SUPPLIES	284	1,296	1,000	461	1,000	1,000	1,000
5103-317 PHOTO & DUPLICATION	0	0	50	91	50	50	50
5103-333 COMPUTER SUPPLIES	0	26	300	0	300	300	300
TOTAL 3-GENERAL SERVICES	3,844	5,117	5,350	3,953	5,350	5,350	5,350
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5103-413 OFFICE EQUIPMENT	219	1,519	400	123	400	400	400
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	219	1,519	400	123	400	400	400
TOTAL 03 CITY SECRETARY	92,504	94,930	109,706	89,116	114,266	114,266	114,266

# Emergency Management

General Fund

Central Government Division 51

Department 04

## Program Description

Emergency Management provides funds for disaster preparedness related expenses. This includes funding for public information, siren maintenance planning, communication expenses and simulation training.

### Performance Objectives

- Maintain emergency warning sirens in operating condition.
- Maintain functional Emergency Operations Center (EOC).

AS OF: JULY 31ST, 2015

01 -GENERAL FUND

DIVISION - 1 CENTRAL GOVERNMENT

	2012-2013	2013-2014	(----- 2014-2015 -----)	(----- 2015-2016 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>04 EMERGENCY MANAGEMENT</u>							
=====							
<u>2-CONTRACTUAL</u>							
5104-212 COMMUNICATIONS	9,277	42,302	2,500	2,003	3,000	3,000	3,000
5104-215 EDUCATION AND SCHOOLING	0	0	0	0	0	0	0
5104-251 UTILITIES	208	992	250	748	1,300	1,300	1,300
5104-254 SPECIAL SERVICES	0	1,978	10,000	10,127	0	0	0
TOTAL 2-CONTRACTUAL	9,485	45,271	12,750	12,878	4,300	4,300	4,300
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5104-414 OTHER EQUIPMENT MAINTENANC	1,988	400	1,000	9,160	1,000	1,000	1,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	1,988	400	1,000	9,160	1,000	1,000	1,000
<u>5-CAPITAL OUTLAY</u>							
5104-514 OTHER EQUIPMENT	0	54,653	0	0	0	0	0
5104-516 COMPUTER EQUIPMENT	0	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	54,653	0	0	0	0	0
TOTAL 04 EMERGENCY MANAGEMENT	11,473	100,324	13,750	22,038	5,300	5,300	5,300



# Municipal Building

General Fund

Central Government Division 51

Department 05

## Program Description

The Municipal Building provides fund for maintenance for City Hall building as well as the elevator equipment, custodial and janitorial and all utilities' costs.

<b><u>Program Personnel</u></b>			
<b>Title</b>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
Clerk II	<u>1</u>	<u>1</u>	<u>1</u>
	<u>1</u>	<u>1</u>	<u>1</u>

## **Performance Objectives**

- Provide a safe, clean and healthful environment for employees and citizens.
- Prolong the useful life of major building components of Stephenville City Hall.
- Prolong the life of equipment located inside City Hall.
- Provide good, prompt personal, face-to-face and phone assistance to citizens.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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01 -GENERAL FUND

DIVISION - 1 CENTRAL GOVERNMENT

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<b>EXPENDITURES</b>							
<b>05 MUNICIPAL BUILDING</b>							
<b>1-PERSONNEL</b>							
5105-111 SALARIES	21,934	22,566	25,513	20,235	27,503	27,503	27,503
5105-112 OVERTIME	0	0	0	0	0	0	0
5105-113 PART-TIME WAGES	5,377	5,098	5,200	4,319	5,200	5,200	5,200
5105-121 RETIREMENT	3,500	3,467	3,787	3,004	3,981	3,981	3,981
5105-122 SOCIAL SECURITY	2,065	2,075	2,350	1,914	2,502	2,502	2,502
5105-123 WORKER'S COMPENSATION	54	60	70	67	115	115	115
5105-125 GROUP INSURANCE	6,364	6,423	6,597	5,171	6,251	6,251	6,251
TOTAL 1-PERSONNEL	39,294	39,690	43,517	34,710	45,552	45,552	45,552
<b>2-CONTRACTUAL</b>							
5105-212 COMMUNICATIONS	6,330	6,018	6,500	6,783	8,500	8,500	8,500
5105-215 EDUCATION & TRAINING	0	0	0	0	0	0	0
5105-224 INSURANCE	1,689	1,689	1,690	1,667	1,690	1,690	1,690
5105-231 RENTAL	7,905	7,970	8,000	6,073	8,200	8,200	8,200
5105-251 UTILITIES	13,749	16,724	17,000	10,439	17,000	15,000	15,000
5105-252 DUES & SUBSCRIPTIONS	3,249	122	500	0	500	500	500
5105-254 SPECIAL SERVICES	11,705	13,728	12,500	11,533	16,800	16,800	16,800
5105-255 DAMAGE CLAIMS	0	0	0	11,175	0	0	0
5105-255.000H HAIL DAMAGE CLAIMS	0	0	0	19,013	0	0	0
5105-260 PEST AND GERM CONTROL	883	533	550	510	545	545	545
5105-262 JANITORIAL SERVICE	846	( 7,735)	1,700	1,176	1,700	1,700	1,700
TOTAL 2-CONTRACTUAL	46,356	39,049	48,440	68,369	54,935	52,935	52,935
<b>3-GENERAL SERVICES</b>							
5105-317 PHOTO & DUPLICATION	2,415	1,253	1,500	1,131	1,500	1,500	1,500
5105-321 JANITORIAL SUPPLIES	3,474	2,443	1,500	959	1,500	1,500	1,500
5105-332 OPERATING SUPPLIES	4,351	7,558	5,000	5,912	5,000	5,000	5,000
5105-333 COMPUTER SUPPLIES	1,176	1,638	1,200	810	1,200	1,200	1,200
TOTAL 3-GENERAL SERVICES	11,415	12,892	9,200	8,813	9,200	9,200	9,200
<b>4-MACHINE &amp; EQUIPMENT MAINTENA</b>							
5105-413 OFFICE EQUIPMENT MAINTENAN	1,147	309	2,000	0	2,000	1,000	1,000
5105-414 ELEVATOR MAINTENANCE	9,026	9,266	9,700	8,031	8,500	8,500	8,500
5105-421 BUILDING MAINTENANCE	2,172	7,090	17,500	19,255	7,500	5,000	5,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	12,346	16,665	29,200	27,286	18,000	14,500	14,500
<b>5-CAPITAL OUTLAY</b>							
5105-513 OFFICE EQUIPMENT	0	0	0	0	0	0	0
5105-514 OTHER EQUIPMENT	0	21,212	0	0	0	0	0
5105-520 BUILDING IMPROVEMENTS	0	0	0	0	0	0	0
5105-531 LAND ACQUISITION	0	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	21,212	0	0	0	0	0
<b>8-NOT USED</b>							
5105-800 OPERATING TRANSFERS OUT	250,000	500,000	0	0	0	0	0
TOTAL 8-NOT USED	250,000	500,000	0	0	0	0	0
TOTAL 05 MUNICIPAL BUILDING	359,411	629,508	130,357	139,178	127,687	122,187	122,187



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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND  
DIVISION - 1 CENTRAL GOVERNMENT

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<b>EXPENDITURES</b>							
<b>06 MUNICIPAL SERVICE CENTER</b>							
=====							
<b>1-PERSONNEL</b>							
5106-111 SALARIES	21,931	22,563	25,513	19,853	27,599	27,600	27,600
5106-112 OVERTIME	0	0	0	0	0	0	0
5106-113 PART-TIME WAGES	3,507	3,175	5,200	2,808	5,200	5,200	5,200
5106-121 RETIREMENT	3,499	3,467	3,787	2,948	3,994	3,994	3,994
5106-122 SOCIAL SECURITY	1,934	1,950	2,350	1,782	2,509	2,509	2,509
5106-123 WORKER'S COMPENSATION	60	60	70	67	115	115	115
5106-125 GROUP INSURANCE	6,364	6,423	6,597	5,326	6,251	6,251	6,251
TOTAL 1-PERSONNEL	37,295	37,637	43,517	32,785	45,668	45,669	45,669
<b>2-CONTRACTUAL</b>							
5106-212 COMMUNICATIONS	6,192	6,026	6,500	4,839	6,500	6,500	6,500
5106-215 EDUCATION & TRAINING	345	0	0	0	0	0	0
5106-224 INSURANCE	2,046	2,046	2,207	2,184	2,060	2,060	2,060
5106-231 RENTAL	3,352	3,386	3,400	2,968	3,569	3,569	3,569
5106-251 UTILITIES	15,191	20,004	16,800	12,873	16,800	16,800	16,800
5106-254 SPECIAL SERVICES	510	570	600	240	600	600	600
5106-260 PEST CONTROL	456	456	500	320	500	500	500
5106-262 JANITORIAL SERVICE	1,100	1,100	2,000	0	2,000	1,000	1,000
TOTAL 2-CONTRACTUAL	29,191	33,588	32,007	23,423	32,029	31,029	31,029
<b>3-GENERAL SERVICES</b>							
5106-317 COPIER	261	8	350	46	350	350	350
5106-321 JANITORIAL SUPPLIES	1,429	1,516	1,800	863	1,800	1,800	1,800
5106-323 GASOLINE AND OIL	0	0	0	6,162	0	0	0
5106-332 OPERATING SUPPLIES	1,585	1,611	2,500	604	2,500	1,500	1,500
TOTAL 3-GENERAL SERVICES	3,274	3,134	4,650	7,675	4,650	3,650	3,650
<b>4-MACHINE &amp; EQUIPMENT MAINTENA</b>							
5106-413 OFFICE EQUIPMENT	0	0	3,000	0	3,000	0	0
5106-414 EQUIPMENT MAINTENANCE	466	0	500	0	500	0	0
5106-421 BUILDING	4,940	6,710	9,000	10,749	9,000	8,000	8,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	5,406	6,710	12,500	10,749	12,500	8,000	8,000
<b>TOTAL 06 MUNICIPAL SERVICE CENTER</b>							
	75,166	81,069	92,674	74,632	94,847	88,348	88,348
<b>TOTAL 1 CENTRAL GOVERNMENT</b>							
	732,002	1,185,648	782,716	571,312	563,842	543,843	543,843
	=====	=====	=====	=====	=====	=====	=====

# Finance

General Fund

Finance Division 52

Department 01

## Program Description

Finance is responsible for the property, accurate and timely recording of collections and disbursements of City funds and the reporting of these transactions in accordance with Generally Accepted Accounting Principles. This division also develops, coordinates and monitors the City's spending plans, including the annual Operating Budget and Capital Improvement Program. Further, Finance is responsible for cash management and investments, process receipts of City monies and performs payroll distribution.

<b><u>Program Personnel</u></b>			
<b>Title</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>
Director of Finance & Administration	1	1	1
Senior Accountant	1	1	1
Accountant	1	1	1
Information Systems Tech	1	0	0
	4.0	3.0	3.0

## **Performance Objectives**

- Provide timely, accurate financial reporting to City Council, City departments and citizens.
- Maintain budgetary controls to ensure compliance with the annual budget as adopted by the City Council.
- Manage cash and investments to ensure that the City receives a maximum rate of return on its investments with minimal risk while maintaining an adequate cash flow.
- Maintain a system of internal controls that will ensure that the assets of the City are adequately protected.
- Provide financial reporting conformity with generally accepted accounting principles that receives the Government Finances Officers Association (GFOA) Certificate of Achievement.
- Foster a "customer-oriented" approach toward internal departments of the City.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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01 -GENERAL FUND  
DIVISION - 2 FINANCE

		(----- 2014-2015 -----) (----- 2015-2016 -----)					
EXPENDITURES	2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>01 FINANCIAL ADMIN/ACCOUN</u>							
=====							
<u>1-PERSONNEL</u>							
5201-111 SALARIES	195,983	200,910	169,676	133,042	180,461	180,461	180,461
5201-112 OVERTIME	0	0	0	0	0	0	0
5201-113 PART TIME WAGES	720	2,633	0	103	0	0	0
5201-121 RETIREMENT	31,262	30,870	25,188	20,274	26,726	26,726	26,726
5201-122 SOCIAL SECURITY	14,768	15,353	12,980	10,769	14,127	14,127	14,127
5201-123 WORKER'S COMPENSATION	369	432	385	480	648	648	648
5201-125 GROUP INSURANCE	25,457	25,694	19,790	16,245	18,752	18,752	18,752
5201-126 CAR ALLOWANCE	0	0	3,600	3,000	3,600	3,600	3,600
TOTAL 1-PERSONNEL	268,559	275,893	231,619	183,913	244,314	244,314	244,314
<u>2-CONTRACTUAL</u>							
5201-211 POSTAGE	1,741	2,095	2,000	1,468	2,000	2,000	2,000
5201-212 COMMUNICATION	631	705	120	578	720	720	720
5201-213 PRINTING	204	47	500	108	500	250	250
5201-215 EDUCATION & SCHOOLING	2,920	2,571	1,500	3,051	3,000	3,000	3,000
5201-224 OTHER INSURANCE	577	581	688	599	688	688	688
5201-252 DUES & SUBSCRIPTIONS	1,146	766	950	705	1,000	1,000	1,000
5201-253 OUTSIDE PROFESSIONALS	36,433	29,934	28,000	23,172	27,000	27,000	27,000
5201-254 SPECIAL SERVICES	77,803	80,207	90,000	75,849	77,000	77,000	77,000
TOTAL 2-CONTRACTUAL	121,455	116,907	123,758	105,530	111,908	111,658	111,658
<u>3-GENERAL SERVICES</u>							
5201-314 OFFICE SUPPLIES	142	0	500	14	500	250	250
5201-332 OPERATING SUPPLIES	2,404	1,034	200	454	200	200	200
5201-333 COMPUTER SUPPLIES	34	81	500	0	500	500	500
TOTAL 3-GENERAL SERVICES	2,581	1,115	1,200	468	1,200	950	950
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5201-413 OFFICE EQUIPMENT	11,846	10,073	5,000	240	5,000	5,000	5,000
5201-416 COMPUTER MAINTENANCE	36,626	49,169	15,000	15,477	17,500	17,500	17,500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	48,472	59,242	20,000	15,717	22,500	22,500	22,500
<u>6-BANK CHARGES</u>							
5201-610 BANK CHARGES	0	0	0	434	0	0	0
TOTAL 6-BANK CHARGES	0	0	0	434	0	0	0
TOTAL 01 FINANCIAL ADMIN/ACCOUN	441,066	453,157	376,577	306,063	379,922	379,422	379,422

# Purchasing

General Fund

Finance Division 52

Department 02

## Program Description

Purchasing Department procures all supplies, equipment and services for all departments within the City organization and is also responsible for the storage and warehousing of material and supplies. Procurement activities include establishing annual contract and blanket purchase orders to reduce costs; preparing bid specifications and tabulations; conducting bid proceedings; expediting materials; and preparing recommendations to the City Council for purchases over \$25,000. This division is also responsible for vehicle inventory (i.e. titles and licenses) and disposal of City-owned surplus property.

### Program Personnel

Title	2013-2014	2014-2015	2015-2016
Purchasing Manager	1	1	1
	1	1	1

### Performance Objectives

- Develop and maintain a level of performance considered above average by our customers while maintaining a high degree of efficiency and economy.
- Provide the City of Stephenville user departments with needed materials and services by utilizing best value purchases in a timely manner.
- Conduct sale of City-owned surplus property according to City ordinances.
- Maintain stock of all materials and supplies needed by other departments on a normal, routine basis.
- Deliver all requested supplies and materials to departments in a timely manner.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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01 -GENERAL FUND  
DIVISION - 2 FINANCE

	2012-2013	2013-2014	(----- 2014-2015 -----)	(----- 2015-2016 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
02 PURCHASING							
=====							
<u>1-PERSONNEL</u>							
5202-111 SALARIES	41,804	43,124	45,971	35,830	47,106	47,106	47,106
5202-112 OVERTIME	0	0	0	0	0	0	0
5202-121 RETIREMENT	6,670	6,626	6,824	5,321	6,818	6,818	6,818
5202-122 SOCIAL SECURITY	2,246	2,640	3,517	2,636	3,604	3,604	3,604
5202-123 WORKER'S COMPENSATION	79	92	104	104	165	165	165
5202-125 GROUP INSURANCE	6,364	6,529	6,597	5,326	6,251	6,251	6,251
TOTAL 1-PERSONNEL	57,164	59,011	63,013	49,216	63,944	63,944	63,944
<u>2-CONTRACTUAL</u>							
5202-211 POSTAGE	124	191	300	111	300	300	300
5202-212 COMMUNICATIONS	16	5	100	1	100	100	100
5202-214 ADVERTISING & PUBLIC NOTIC	453	395	1,500	266	1,500	1,500	1,500
5202-215 EDUCATION & SCHOOLING	822	1,534	1,700	412	1,700	1,700	1,700
5202-224 OTHER INSURANCE	144	145	172	150	172	172	172
5202-252 DUES & SUBSCRIPTIONS	272	482	300	222	300	300	300
TOTAL 2-CONTRACTUAL	1,831	2,752	4,072	1,161	4,072	4,072	4,072
<u>3-GENERAL SERVICES</u>							
5202-314 OFFICE SUPPLIES	105	131	300	262	300	300	300
5202-332 OPERATING SUPPLIES	11	178	150	13	150	150	150
TOTAL 3-GENERAL SERVICES	117	309	450	274	450	450	450
TOTAL 02 PURCHASING	59,111	62,072	67,535	50,652	68,466	68,466	68,466



# Information Systems

General Fund

Finance Division 52

Department 03

## Program Description

The information systems Tech is responsible for the computer systems within a company. Information systems managers are responsible for the implementation of technology within an organization and direct the work of systems and business analysts, developers, support specialists and other computer-related workers.

### Program Personnel

Title	2013-2014	2014-2015	2015-2016
Information Systems Tech	0	1	1
	0	1	1

### Performance Objectives

- oversee installation;
- ensure backup systems operate effectively;
- purchase hardware and software;
- provide the ICT technology infrastructures for an organization;
- Contribute to organizational policy regarding quality standards and strategic planning.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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01 -GENERAL FUND  
DIVISION - 2 FINANCE

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<u>03 INFORMATION TECHNOLOG</u>							
<u>1-PERSONNEL</u>							
5203-111 SALARIES	0	0	49,577	38,099	51,692	51,693	51,693
5203-112 OVERTIME	0	0	0	0	0	0	0
5203-113 PART TIME WAGES	0	0	0	5,477	10,000	10,000	10,000
5203-121 RETIREMENT	0	0	7,360	5,656	7,481	7,481	7,481
5203-122 SOCIAL SECURITY	0	0	3,793	3,332	4,719	4,719	4,719
5203-123 WORKER'S COMPENSATION	0	0	112	0	216	216	216
5203-125 GROUP INSURANCE	0	0	6,597	5,057	6,251	6,251	6,251
TOTAL 1-PERSONNEL	0	0	67,439	57,620	80,359	80,360	80,360
<u>2-CONTRACTUAL</u>							
5203-211 POSTAGE	0	0	100	0	100	100	100
5203-212 COMMUNICATIONS	0	0	600	495	800	800	800
5203-213 PRINTING	0	0	0	0	0	0	0
5203-215 EDUCATION	0	0	0	0	1,000	1,000	1,000
5203-224 OTHER INSURANCE	0	0	0	0	0	0	0
5203-252 DUES & SUBSCRIPTIONS	0	0	0	0	0	0	0
5203-253 OUTSIDE PROFESSIONALS	0	0	17,000	0	5,000	0	0
5203-254 SPECIAL SERVICES	0	0	0	0	0	0	0
TOTAL 2-CONTRACTUAL	0	0	17,700	495	6,900	1,900	1,900
<u>3-GENERAL SERVICES</u>							
5203-314 OFFICE SUPPLIES	0	0	100	0	100	100	100
5203-332 OPERATING SUPPLIES	0	0	100	152	500	500	500
5203-333 COMPUTER SUPPLIES	0	0	1,000	0	1,000	500	500
TOTAL 3-GENERAL SERVICES	0	0	1,200	152	1,600	1,100	1,100
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5203-413 OFFICE EQUIPMENT	0	0	5,000	2,854	5,000	2,500	2,500
5203-416 COMPUTER EQUIPMENT	0	0	35,000	33,453	50,000	50,000	50,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	0	0	40,000	36,308	55,000	52,500	52,500
<u>5-CAPITAL OUTLAY</u>							
5203-513 OFFICE EQUIPMENT	0	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTAL 03 INFORMATION TECHNOLOG	0	0	126,339	94,575	143,859	135,860	135,860

# Tax Services

General Fund

Finance Division 52

Department 04

## Program Description

Tax Administration Office duties are contracted out to the Erath County Appraisal District (ECAD) for property appraisal services and to the Erath County Tax Assessor-Collector for tax collection services.

The function performed by the ECAD includes the appraisal of real and personal property located within the city limits of Stephenville. Erath County Tax Assessor-Collector is responsible for collection all current and delinquent property taxes levied by the City.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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01 -GENERAL FUND  
DIVISION - 2 FINANCE

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	2015-2016 CITY ADMIN. RECOMMENDED	(-----) COUNCIL ADOPTED
EXPENDITURES							
04 TAX							
=====							
2-CONTRACTUAL							
5204-253 OUTSIDE PROF.-ECAD	120,826	131,181	141,050	138,605	141,050	141,050	141,050
5204-253.000A OUTSIDE PROF.-ECTAC	6,768	6,863	7,000	6,681	7,000	7,000	7,000
TOTAL 2-CONTRACTUAL	127,594	138,044	148,050	145,285	148,050	148,050	148,050
TOTAL 04 TAX	127,594	138,044	148,050	145,285	148,050	148,050	148,050
TOTAL 2 FINANCE	627,771	653,273	718,501	596,575	740,297	731,798	731,798
=====							



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# City Attorney

General Fund

Legal Division 53

Department 01

## Program Description

The City Attorney's office ensures that City functions and services are performed in a lawful manner and is responsible for all legal affairs of the City.

Duties of this office include provisions of legal advice to the City Council, City Administrator, boards and commission, and all City departments; prosecutorial duties in Municipal Court; real estate matters including acquisitions, dispositions, and trade; and review of all contracts, resolutions, ordinances and items presented to the City Council.

### Program Personnel

Title	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
City Attorney	<u>1</u>	<u>1</u>	<u>1</u>
	<u>1</u>	<u>1</u>	<u>1</u>

### Performance Objectives

- Prepare and review legal documents in a timely manner.
- Respond to Public Information requests in a timely manner.
- Prosecute all complaints in Municipal Court.
- Provide preventative legal advice to the City Council, City Administrator, and City Secretary, City Staff and City boards and commissions.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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01 -GENERAL FUND  
DIVISION - 3 LEGAL

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<u>01 LEGAL COUNSEL</u>							
=====							
<u>1-PERSONNEL</u>							
5301-111 SALARIES	0	0	0	0	0	0	0
5301-113 PART-TIME WAGES	89,080	80,735	75,000	67,221	100,000	100,000	100,000
5301-122 SOCIAL SECURITY	6,738	6,124	5,738	5,508	7,650	7,650	7,650
5301-123 WORKERS COMP	0	0	0	0	0	0	0
5301-125 GROUP INSURANCE	3,817	4,710	4,738	4,954	5,700	5,700	5,700
TOTAL 1-PERSONNEL	99,636	91,569	85,476	77,683	113,350	113,350	113,350
<u>2-CONTRACTUAL</u>							
5301-215 TRAVEL & EDUCATION	750	1,100	1,000	853	1,000	1,000	1,000
5301-224 INSURANCE	144	145	172	150	172	172	172
5301-253 OUTSIDE PROFESSIONALS	10,663	14,695	164,000	153,995	15,000	15,000	15,000
TOTAL 2-CONTRACTUAL	11,557	15,940	165,172	154,998	16,172	16,172	16,172
<u>3-GENERAL SERVICES</u>							
5301-313 BOOKS & EDUCATIONAL	0	226	0	225	0	0	0
TOTAL 3-GENERAL SERVICES	0	226	0	225	0	0	0
TOTAL 01 LEGAL COUNSEL	111,193	107,735	250,648	232,906	129,522	129,522	129,522

# Municipal Court

General Fund

Legal Division 53

Department 02

## Program Description

The Municipal Court handles the judicial processing of Class C misdemeanors that originate from traffic citations, citizen complaints, code violations and misdemeanor arrests occurring within the territorial limits of the City of Stephenville. The Municipal Court processing is predetermined by the Texas Code of Criminal Procedure and the Code of Judicial Conduct. In addition to the judicial processing, the Court prepares dockets, schedules trials, processes juries, records and collects fine payments and issues warrants for Violation of Promise to Appear and Failure to Appear. The Municipal Court also processes code violations as part of the city-wide code enforcement effort.

The City of Stephenville currently contracts with the Erath County Justice of the peace Precinct #1 to provide this service. The Justice of the Peace serves as the Municipal Court Judge. The judge presides over trials and hearings, levies fines, sets bails, accepts bonds, issues arrest and search warrants, administers juvenile magistrate's warning and arraigns prisoners.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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01 -GENERAL FUND  
DIVISION - 3 LEGAL

				((----- 2014-2015 -----))		((----- 2015-2016 -----))		
EXPENDITURES		2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
02 MUNICIPAL COURT								
=====								
2-CONTRACTUAL								
5302-253	OUTSIDE PROFESSIONALS	113,771	121,798	133,000	101,456	128,000	128,000	128,000
5302-254	SPECIAL SERVICES	44,560	32,134	40,000	31,957	40,000	40,000	40,000
TOTAL 2-CONTRACTUAL		158,330	153,932	173,000	133,414	168,000	168,000	168,000
TOTAL 02 MUNICIPAL COURT		158,330	153,932	173,000	133,414	168,000	168,000	168,000
TOTAL 3 LEGAL		269,524	261,667	423,648	366,320	297,522	297,522	297,522
		=====	=====	=====	=====	=====	=====	=====

# Human Resources

General Fund

Personnel Division 54

Department 01

## Program Description

The Human Resources Department is responsible for administering the City's personnel policies and procedures. Major functions include employee recruitment and selection, employee job classification, safety, employee fringe benefit administration, performance evaluation, payroll administration and maintenance of official personnel records.

Also the Human Resources Department is primarily responsible for the administering and monitoring the City's insurance funds including: employee health insurance, worker's compensation insurance and property/casualty insurance coverage.

### Program Personnel

Title	2013-2014	2014-2015	2015-2016
Human Resource Manager	1	1	1
	1	1	1

### Performance Objectives

- Hire and retain a qualified, trained and motivated workforce committed to providing courteous and efficient public service.
- Control health insurance and worker's compensation costs through risk management, employee screening, safety training, safety inspections, accident investigations and promotion of employee wellness.



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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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01 -GENERAL FUND  
DIVISION - 4 PERSONNEL

EXPENDITURES			(----- 2014-2015 -----)		(----- 2015-2016 -----)			
	2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED	
01 HUMAN RESOURCES								
=====								
1-PERSONNEL								
5401-111	SALARIES	39,138	40,424	43,132	33,624	46,914	46,915	46,915
5401-112	OVERTIME	0	0	0	0	0	0	0
5401-121	RETIREMENT	6,244	6,211	6,403	5,067	6,877	6,875	6,875
5401-122	SOCIAL SECURITY	2,980	3,050	3,330	2,635	3,635	3,635	3,635
5401-123	WORKER'S COMPENSATION	76	86	98	99	164	164	164
5401-125	GROUP INSURANCE	6,364	6,435	6,597	5,326	6,251	6,251	6,251
TOTAL 1-PERSONNEL		54,803	56,206	59,560	46,751	63,841	63,840	63,840
2-CONTRACTUAL								
5401-211	POSTAGE	330	311	700	264	700	700	700
5401-212	COMMUNICATIONS	55	23	60	531	660	660	660
5401-213	PRINTING	220	200	150	211	150	150	150
5401-214	ADVERTISING & PUBLIC NOTIC	2,924	4,818	5,000	4,393	5,000	5,000	5,000
5401-215	EDUCATION & SCHOOLING	1,444	1,451	1,250	2,091	1,250	1,250	1,250
5401-224	INSURANCE	144	145	672	704	672	672	672
5401-252	DUES & SUBSCRIPTIONS	689	422	800	375	800	800	800
5401-253	OUTSIDE PROFESSIONAL	32,241	31,019	25,000	12,808	10,000	5,000	5,000
5401-254	SPECIAL SERVICES	6,104	4,531	7,000	10,922	15,725	15,725	15,725
5401-255	TUITION REIMBURSEMENT	0	1,800	1,600	1,431	500	500	500
TOTAL 2-CONTRACTUAL		44,151	44,721	42,232	33,729	35,457	30,457	30,457
3-GENERAL SERVICES								
5401-313	BOOKS & EDUCATIONAL MATERI	0	0	200	0	200	200	200
5401-314	OFFICE SUPPLIES	433	827	1,000	292	1,000	1,000	1,000
5401-315	TESTING MATERIALS	0	0	1,000	0	1,000	0	0
5401-333	COMPUTER SUPPLIES	0	0	200	0	200	0	0
TOTAL 3-GENERAL SERVICES		433	827	2,400	292	2,400	1,200	1,200
TOTAL 01 HUMAN RESOURCES		99,387	101,753	104,192	80,772	101,698	95,497	95,497
TOTAL 4 PERSONNEL		99,387	101,753	104,192	80,772	101,698	95,497	95,497

# Community Service Administration

General Fund

Community Services Division 55

Department 00

## Program Description

The Community Services Administration is primarily responsible for the day to day administration of all Community Services Programs including Recreation, Park maintenance, Cemeteries, Library, Senior Citizen Center, & Splashville Aquatic Center.

### Program Personnel

Title	2014-2015	2015-2016
Community Services Director	1	1
Administrative Assistant	0	0
	2	2

### Performance Objectives

- Provide excellent leadership and foresight on all current and future park improvement projects.
- Adequately promote all recreation activities to all potential participants.
- Continue to provide excellent programs at minimum costs to the citizens.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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01 -GENERAL FUND

DIVISION - 5 COMMUNITY SERVICES

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2014-2015 -----) DEPARTMENT REQUESTED	(----- 2014-2015 -----) CITY ADMIN. RECOMMENDED	(----- 2014-2015 -----) COUNCIL ADOPTED
00 COMMUNITY SVCS ADMIN							
=====							
<u>1-PERSONNEL</u>							
5500-111 SALARIES	0	0	68,114	48,685	85,937	85,937	85,937
5500-121 RETIREMENT	0	0	10,112	7,505	12,959	12,959	12,959
5500-122 SOCIAL SECURITY	0	0	5,211	3,371	6,850	6,850	6,850
5500-123 WORKER'S COMPENSATION	0	0	1,445	2,321	2,936	2,936	2,936
5500-125 GROUP INSURANCE	0	0	5,497	3,725	6,251	6,251	6,251
5500-126 CAR ALLOWANCE	0	0	3,600	2,250	3,600	3,600	3,600
TOTAL 1-PERSONNEL	0	0	93,979	67,857	118,533	118,533	118,533
<u>2-CONTRACTUAL</u>							
5500-211 POSTAGE	0	0	200	0	200	200	200
5500-212 COMMUNICATIONS	0	0	700	842	1,100	1,100	1,100
5500-215 EDUCATION AND TRAINING	0	0	1,500	1,599	6,500	6,500	6,500
5500-224 INSURANCE	0	0	61	0	61	61	61
5500-252 DUES AND SUBSCRIPTIONS	0	0	1,000	90	1,000	1,000	1,000
TOTAL 2-CONTRACTUAL	0	0	3,461	2,531	8,861	8,861	8,861
<u>3-GENERAL SERVICES</u>							
5500-313 BOOKS & EDUCATIONAL MATERI	0	0	0	0	0	0	0
5500-314 OFFICE SUPPLIES	0	0	500	566	500	500	500
5500-316 WEARING APPEARAL	0	0	0	0	150	150	150
5500-332 OPERATING SUPPLIES	0	0	2,250	2,243	2,250	2,250	2,250
5500-333 COMPUTER SUPPLIES	0	0	300	571	300	300	300
TOTAL 3-GENERAL SERVICES	0	0	3,050	3,380	3,200	3,200	3,200
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5500-413 OFFICE EQUIPMENT	0	0	300	0	300	0	0
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	0	0	300	0	300	0	0
TOTAL 00 COMMUNITY SVCS ADMIN	0	0	100,790	73,768	130,894	130,594	130,594

# Recreation Administration

General Fund

Community Services Division 55

Department 01

## Program Description

The Recreation Department is primarily responsible for seeing that each and every resident of the City has the opportunity and the means by which to use their leisure time to its fullest potential. This responsibility is met by professional supervisors and employees offering a broad range of teams and individual activities on both a high and low organizational level. Residents have the opportunity to participate in any type of leisure activities from cultural to physical. The opportunity is also available for simple aesthetic envelope, whether it is the use of our outdoor facilities or viewing a sampling of regional arts and crafts offered from time to time.

<b><u>Program Personnel</u></b>			
<b>Title</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>
Community Services Director	1	0	0
Administrative Assistant	1	0	0
Recreation Superintendent	1	1	1
Recreation Supervisor	1	1	1
Recreation Clerk	0	1	1
	<hr/>	<hr/>	<hr/>
	4	3	3

## **Performance Objectives**

- Maintain high level of participation by citizens in all recreation activities.
- Adequately promote all recreation activities to all potential participants.
- Continue to provide excellent programs at minimum costs to the citizens.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND  
DIVISION - 5 COMMUNITY SERVICES

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<b>01 PARKS &amp; RECREATION ADM</b>							
<b>1-PERSONNEL</b>							
5501-111 SALARIES	216,045	209,221	115,647	81,224	107,645	107,645	107,645
5501-112 OVERTIME	0	0	0	0	0	0	0
5501-113 PART-TIME WAGES	105,061	80,818	120,000	74,636	110,000	110,000	110,000
5501-121 RETIREMENT	34,471	32,126	17,168	12,063	15,579	15,579	15,579
5501-122 SOCIAL SECURITY	24,249	21,959	18,027	12,200	16,650	16,650	16,650
5501-123 WORKER'S COMPENSATION	6,171	6,934	5,000	4,878	7,138	7,138	7,138
5501-125 GROUP INSURANCE	31,821	29,441	19,790	16,245	18,752	18,752	18,752
TOTAL 1-PERSONNEL	417,819	380,497	295,632	201,247	275,764	275,764	275,764
<b>2-CONTRACTUAL</b>							
5501-211 POSTAGE	863	2,000	2,300	1,044	2,000	2,000	2,000
5501-212 COMMUNICATIONS	2,143	1,895	1,500	967	1,500	1,500	1,500
5501-213 PRINTING	91	0	0	0	0	0	0
5501-214 ADVERTISING & PUBLIC NOTIC	7,725	2,351	6,000	2,191	7,500	7,500	7,500
5501-215 EDUCATION & SCHOOLING	4,018	5,138	3,000	1,775	4,500	4,500	4,500
5501-224 INSURANCE	916	921	1,000	950	1,000	1,000	1,000
5501-231 RENTAL	6,055	6,854	6,000	4,527	6,000	6,000	6,000
5501-251 UTILITIES	127,406	129,321	60,000	30,259	45,000	45,000	45,000
5501-252 DUES & SUBSCRIPTIONS	1,405	1,564	500	262	500	500	500
5501-253 OUTSIDE PROFESSIONALS	0	0	0	0	0	0	0
5501-254 SPECIAL SERVICES	77	0	0	0	0	0	0
5501-255 DAMAGE CLAIMS	0	13,400	0	36,155	0	0	0
5501-255.000H HAIL DAMAGE CLAIMS	0	0	0	46,671	0	0	0
5501-260 PEST & GERM CONTROL	934	684	250	160	250	250	250
5501-261 CONTRACT SVC.-OTHER	6,068	4,359	5,000	1,742	5,000	5,000	5,000
5501-261.000A CONTRACT SVC.-ADULT	995	1,348	2,500	122	1,000	0	0
5501-261.000Y CONTRACT SVC.-YOUTH	29,416	0	0	0	0	0	0
5501-262 JANITORIAL SUPPLIES	0	0	0	0	0	0	0
5501-264 SPECIAL EVENTS	39,945	31,926	38,000	18,968	38,000	32,000	32,000
TOTAL 2-CONTRACTUAL	228,055	201,762	126,050	145,790	112,250	105,250	105,250
<b>3-GENERAL SERVICES</b>							
5501-313.000A REC. SUPPLIES-ADULT	13,491	14,766	14,000	8,810	14,000	14,000	14,000
5501-313.000Y REC. SUPPLIES-YOUTH	53,801	63,285	50,000	49,673	50,000	50,000	50,000
5501-314 OFFICE SUPPLIES	4,167	2,478	2,500	1,531	2,500	2,500	2,500
5501-317 PHOTO & DUPLICATION	562	1,058	500	862	500	500	500
5501-321 JANITORIAL SUPPLIES	0	0	1,000	633	1,000	1,000	1,000
5501-333 COMPUTER SUPPLIES	29	5,956	300	0	1,500	1,500	1,500
TOTAL 3-GENERAL SERVICES	72,050	87,544	68,300	61,509	69,500	69,500	69,500
<b>4-MACHINE &amp; EQUIPMENT MAINTENA</b>							
5501-413 OFFICE EQUIPMENT	226	0	300	0	300	300	300
5501-416 COMPUTER MAINTENANCE	4,561	3,146	2,500	2,490	2,500	2,500	2,500
5501-421 BUILDING MAINTENANCE	0	1,118	7,500	6,244	7,500	4,500	4,500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	4,787	4,264	10,300	8,734	10,300	7,300	7,300
TOTAL 01 PARKS & RECREATION ADM	722,711	674,067	500,282	417,280	467,814	457,814	457,814

# Park Maintenance

General Fund

Community Services Division 55

Department 02

## Program Description

Park Maintenance is primarily responsible for maintaining all the City's public facilities whether it is indoors or outdoors. It is responsible for assuring that all of these facilities continue to reflect both beauty and heritage of the City of Stephenville, while remaining safe and usable by all citizens and visitors alike.

<b><u>Program Personnel</u></b>			
<b>Title</b>	<b><u>2013-2014</u></b>	<b><u>2014-2015</u></b>	<b><u>2015-2016</u></b>
Parks & Cemeteries Superintendent	1	1	1
Property Supervisor	1	1	1
Park Maintenance	2	3	3
Maintenance Person (2 PT)	3	3	3
	<u>7</u>	<u>8</u>	<u>8</u>

## **Performance Objectives**

- Maintain highly qualified, trained personnel to adequately maintain City's indoor and outdoor park and recreation facilities.
- Keep all park facilities maintained in a manner where all citizens will be proud at any time of the year.
- Keep all park facilities clean year round.
- Provide maintenance assistance to all participants in park and recreation activities.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND  
DIVISION - 5 COMMUNITY SERVICES

		(----- 2014-2015 -----)			(----- 2015-2016 -----)		
EXPENDITURES	2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>02 PARK MAINTENANCE</u>							
=====							
<u>1-PERSONNEL</u>							
5502-111 SALARIES	186,701	191,652	198,715	154,890	200,640	200,640	200,640
5502-112 OVERTIME	162	103	0	0	5,000	5,000	5,000
5502-113 PART-TIME WAGES	61,940	74,969	90,500	40,949	80,000	60,000	60,000
5502-114 INCENTIVE PAY	1,084	1,084	1,080	1,643	1,080	1,080	1,080
5502-115 MAINTENANCE REIMBURSEMENT	(18,000)	( 18,000)	( 33,000)	( 22,500)	( 33,000)	( 33,000)	( 33,000)
5502-121 RETIREMENT	30,069	29,732	29,660	23,322	29,919	29,919	29,919
5502-122 SOCIAL SECURITY	18,933	20,370	22,475	15,532	21,934	20,404	20,404
5502-123 WORKER'S COMPENSATION	5,094	5,805	6,234	6,172	9,403	8,747	8,747
5502-125 GROUP INSURANCE	31,821	32,117	32,983	26,628	31,254	31,254	31,254
TOTAL 1-PERSONNEL	317,804	337,832	348,647	246,635	346,230	324,044	324,044
<u>2-CONTRACTUAL</u>							
5502-212 COMMUNICATIONS	1,798	1,700	1,800	1,100	1,800	1,800	1,800
5502-215 EDUCATION & SCHOOLING	347	615	750	197	2,500	2,500	2,500
5502-224 OTHER INSURANCE	6,580	8,270	7,854	7,742	7,854	7,854	7,854
5502-231 EQUIPMENT RENTAL	3,044	2,904	3,000	606	3,000	0	0
5502-251 UTILITIES	0	81	65,000	53,434	80,000	65,000	65,000
5502-253 PROFESSIONAL SERVICES	2,740	5,413	3,500	3,500	10,000	10,000	10,000
5502-254 SPECIAL SERVICES	126	190	200	50	200	200	200
5502-255 DAMAGE CLAIMS	0	0	0	44,168	0	0	0
5502-255.000H HAIL DAMAGE CLAIMS	0	0	0	53,913	0	0	0
5502-260 PEST CONTROL	0	0	0	320	300	300	300
TOTAL 2-CONTRACTUAL	14,634	19,172	82,104	165,030	105,654	87,654	87,654
<u>3-GENERAL SERVICES</u>							
5502-311 AGRICULTURAL & CHEMICAL	9,582	8,859	10,000	10,000	10,000	9,000	9,000
5502-316 WEARING APPAREL	1,585	1,795	1,750	1,760	1,750	1,750	1,750
5502-318 SMALL TOOLS	3,141	2,175	3,000	1,039	3,000	2,000	2,000
5502-321 JANITORIAL SUPPLIES	2,540	5,281	3,000	3,386	3,000	3,000	3,000
5502-323 GAS & OIL	21,799	18,842	25,000	9,452	25,000	21,000	21,000
5502-332 OPERATING SUPPLIES	2,820	2,619	3,000	209	3,000	2,500	2,500
TOTAL 3-GENERAL SERVICES	41,467	39,570	45,750	25,846	45,750	39,250	39,250
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5502-411 VEHICLE MAINTENANCE	234	105	1,500	553	1,500	1,500	1,500
5502-411.0002 '05 CHEVY 3/4 CREW CAB TRU	0	0	0	0	0	0	0
5502-411.0006 '05 3/4 CHEVY PICK-UP	5	0	300	35	300	300	300
5502-411.0092 1999 CHEVY PICKUP	0	0	0	0	0	0	0
5502-411.0093 2003 CHEVY 3/4 PICK UP	0	15	650	8	650	300	300
5502-411.0094 '03 CHEVY PICKUP	0	0	0	0	0	0	0
5502-411.0100 2006 CHEVY 3/4 PICKUP	0	8	300	40	300	300	300
5502-411.0101 2007 CHEVY SILVERADO 1/2 T	471	5	300	778	300	300	300
5502-411.0102 2008 CHEVY 3/4 TON P/UP	83	174	300	0	300	300	300
5502-411.0103 09 FORD F-250 3/4 TON PICK	36	463	300	87	300	300	300
5502-411.0105 2012 FORD 1/2 TON	514	107	300	781	300	300	300
5502-411.0106 2013 FORD F-250 3/4 TON	130	44	300	56	300	300	300
5502-412 MACHINERY MAINTENANCE	3,223	733	2,000	1,060	2,000	1,500	1,500
5502-412.0007 MOWERS	6,432	1,851	5,000	1,626	5,000	2,500	2,500
5502-412.0008 '02 NH T-40 TRACTOR	0	0	0	0	0	0	0
5502-412.0011 '98 CASE TRACTOR	0	0	0	0	0	0	0
5502-412.0013 UTILITY VEHICLES (3)	0	0	500	0	500	500	500
5502-412.0104 JOHN DEERE TX TURF GATOR (	0	45	500	45	500	500	500
5502-412.0202 2012 KUBOTA TRACTOR	0	0	0	0	0	0	0
5502-412.0203 2012 JD 2653B REEL MOWER	0	0	0	0	0	0	0
5502-414 OTHER EQUIPMENT MAINTENANC	715	756	1,000	457	1,000	1,000	1,000
5502-421 BUILDING MAINTENANCE	8,137	8,307	1,500	5,757	7,500	7,500	7,500
5502-425 BOSQUE RIVER TRAIL MAINTEN	0	69	7,500	4,852	1,500	0	0
5502-426 LIGHT SYSTEM MAINTENANCE	4,563	3,249	5,000	1,486	5,000	3,000	3,000
5502-427 PARK MAINTENANCE	43,924	59,612	63,400	79,292	50,000	50,000	50,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	68,467	75,542	90,650	96,913	77,250	70,400	70,400
<u>5-CAPITAL OUTLAY</u>							
5502-511 VEHICLES	59,827	0	0	0	0	0	0
5502-512 MACHINERY	0	0	0	0	0	0	0
5502-514 OTHER EQUIPMENT	25,038	0	16,000	15,395	0	0	0
5502-520 BUILDING IMPROVEMENTS	9,700	0	0	0	0	0	0
5502-525 HVAC SYSTEM	0	0	0	0	0	0	0
5502-527 PARK IMPROVEMENTS	0	0	0	198,073	0	0	0
5502-531 LAND	27,041	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	121,605	0	16,000	213,468	0	0	0
TOTAL 02 PARK MAINTENANCE	563,978	472,117	583,151	747,892	574,884	521,348	521,348

# Cemeteries

General Fund

Community Services Division 55

Department 03

## Program Description

The primary responsibility of the Cemetery Department is to insure that each of the City-owned cemeteries are maintained at a level which shows the greatest amount of understanding and respect to the citizens of Stephenville. The Cemetery Department's personnel are responsible for selling and keeping records on all cemetery lots.

<b><u>Program Personnel</u></b>			
<b>Title</b>	<b><u>2013-2014</u></b>	<b><u>2014-2015</u></b>	<b><u>2015-2016</u></b>
Cemetery Property Supervisor	1	1	1
Cemetery Maintenance	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>
	<u>2.5</u>	<u>2.5</u>	<u>2.5</u>

## **Performance Objectives**

- Maintain the cemeteries in the most professional and understanding manner possible.
- Provide excellent customer service for persons needing cemetery services.
- Provide adequate schedule for year round maintenance of cemeteries.
- Provide excellent record keeping services for current and potential owners of burial plots



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CITY OF STEPHENVILLE  
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01 -GENERAL FUND  
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	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
03 CEMETERIES							
=====							
1-PERSONNEL							
5503-111 SALARIES	71,884	73,897	77,352	63,827	78,698	78,698	78,698
5503-113 PART-TIME WAGES	11,368	10,572	12,500	7,559	12,500	12,500	12,500
5503-115 SALARY SAVINGS	0	0	0	0	0	0	( 25,000)
5503-121 RETIREMENT	11,577	11,458	11,483	9,556	11,390	11,390	11,390
5503-122 SOCIAL SECURITY	6,393	6,485	6,874	5,680	6,977	6,977	6,977
5503-123 WORKER'S COMPENSATION	2,518	2,870	3,134	3,098	4,916	4,916	4,916
5503-125 GROUP INSURANCE	12,728	12,847	13,193	10,651	12,502	12,502	12,502
TOTAL 1-PERSONNEL	116,468	118,129	124,536	100,370	126,983	126,983	101,983
2-CONTRACTUAL							
5503-212 COMMUNICATIONS	1,092	1,068	1,100	889	1,100	1,100	1,100
5503-215 TRAVEL AND EDUCATION	0	0	125	0	125	0	0
5503-224 INSURANCE	964	778	1,407	1,362	1,407	1,407	1,407
5503-231 RENTAL	90	90	90	90	90	90	90
5503-251 UTILITIES	4,688	4,929	5,500	3,866	5,500	5,000	5,000
TOTAL 2-CONTRACTUAL	6,834	6,865	8,222	6,207	8,222	7,597	7,597
3-GENERAL SERVICES							
5503-316 WEARING APPAREL	704	526	700	592	700	700	700
5503-318 SMALL TOOLS	535	712	750	83	750	750	750
5503-323 GAS & OIL	4,474	3,510	5,000	1,883	5,000	3,500	3,500
5503-332 OPERATING SUPPLIES	1,238	804	1,250	1,292	1,250	1,250	1,250
TOTAL 3-GENERAL SERVICES	6,952	5,553	7,700	3,850	7,700	6,200	6,200
4-MACHINE & EQUIPMENT MAINTENA							
5503-411.0008 2002 NH T-40 TRACTOR	0	0	500	0	650	650	650
5503-411.0093 2003 CHEV 3/4 TON	95	0	0	0	0	0	0
5503-411.0115 2009 FORD F-150 1/2 TON PI	15	98	150	55	0	0	0
5503-411.0116 2014 FORD F-250 3/4 TON TR	0	197	0	44	0	0	0
5503-412 2007 SCAG MOWER	535	562	450	236	450	450	450
5503-414 EQUIPMENT MAINTENANCE	1,374	551	1,500	238	1,500	1,000	1,000
5503-421 BUILDING MAINTENANCE	169	17	500	165	500	500	500
5503-425 CEMETERY MAINTENANCE	1,947	1,821	15,000	16,500	7,500	7,500	7,500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	4,134	3,245	18,100	17,238	10,600	10,100	10,100
5-CAPITAL OUTLAY							
5503-511 VEHICLES	0	22,638	0	0	0	0	0
5503-514 OTHER EQUIPMENT	7,378	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	7,378	22,638	0	0	0	0	0
TOTAL 03 CEMETERIES	141,767	156,430	158,558	127,665	153,505	150,880	125,880

# Library

General Fund

Community Services Division 55

Department 04

## Program Description

The Stephenville Public Library's main responsibilities are to assemble, preserve and organize a collection of books and other library material for the use of the public. Organize and maintain a card catalog to make library resources available to the public, to provide a place for the use of these materials and to serve as a center for reliable information. Continue to offer an array of services including reference assistance, interlibrary loans, word processing, Internet access, and programming for adults, young adults and for children.

### Program Personnel

Title	2013-2014	2014-2015	2015-2016
Librarian	1	1	1
Library Clerk	2.5	2.5	2.5
	3.5	3.5	3.5

### Performance Objectives

- Provide open and equal access to information.
- Develop on-going communication and partnerships with other non-profit organizations in the community.
- Create opportunities for life-long learning.
- Encourage a love of reading.
- Provide excellent customer service to users of the library.
- Provide a safe, clean and healthful environment for employees and citizens.
- Prolong the useful life of major building components of the Municipal Library.

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CITY OF STEPHENVILLE  
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01 -GENERAL FUND  
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EXPENDITURES	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<u>04 LIBRARY</u>							
=====							
<u>1-PERSONNEL</u>							
5504-111 SALARIES	95,406	98,694	102,936	80,212	102,936	102,935	102,935
5504-112 OVERTIME	0	0	0	0	0	0	0
5504-113 PART-TIME WAGES	21,613	21,667	19,200	17,518	19,200	19,200	19,200
5504-121 RETIREMENT	15,222	15,164	15,281	11,912	14,898	14,898	14,898
5504-122 SOCIAL SECURITY	8,763	9,041	9,343	7,635	9,343	9,343	9,343
5504-123 WORKER'S COMPENSATION	227	263	283	301	472	472	472
5504-125 GROUP INSURANCE	19,093	19,270	19,790	15,977	18,752	18,752	18,752
TOTAL 1-PERSONNEL	160,323	164,098	166,833	133,555	165,601	165,600	165,600
<u>2-CONTRACTUAL</u>							
5504-211 POSTAGE	406	525	500	165	500	500	500
5504-212 COMMUNICATIONS	41	23	60	20	60	60	60
5504-213 PRINTING	0	0	0	0	0	0	0
5504-214 ADVERTISING & PUBLIC NOTIC	865	944	1,000	0	1,000	1,000	1,000
5504-215 EDUCATION & SCHOOLING	0	439	250	250	1,000	1,000	1,000
5504-224 INSURANCE	1,135	1,138	1,240	1,173	1,240	1,240	1,240
5504-231 RENTAL	746	799	800	599	800	800	800
5504-251 UTILITIES	10,463	11,310	12,000	7,505	12,000	12,000	12,000
5504-252 DUES & SUBSCRIPTIONS	961	974	1,000	972	1,000	1,000	1,000
5504-253 OUTSIDE PROFESSIONALS	0	0	0	0	0	0	0
5504-254 SPECIAL SERVICES	187	224	200	309	200	200	200
5504-255 SPECIAL EVENTS	0	0	0	0	5,000	3,000	3,000
5504-260 PEST CONTROL	228	228	250	160	250	250	250
5504-262 JANITORIAL SERVICE	0	0	0	0	0	0	0
TOTAL 2-CONTRACTUAL	15,032	16,602	17,300	11,153	23,050	21,050	21,050
<u>3-GENERAL SERVICES</u>							
5504-313 BOOKS & EDUCATIONAL MATERI	20,186	21,413	20,000	19,592	17,500	17,500	17,500
5504-314 OFFICE SUPPLIES	724	947	750	45	750	750	750
5504-317 PHOTO & DUPLICATION	721	748	750	453	750	750	750
5504-321 JANITORIAL SUPPLIES	990	981	1,000	963	1,000	1,000	1,000
5504-332 OPERATING SUPPLIES	742	765	750	722	750	750	750
5504-333 COMPUTER SUPPLIES	1,111	1,855	1,500	1,615	1,500	1,500	1,500
TOTAL 3-GENERAL SERVICES	24,474	26,709	24,750	23,390	22,250	22,250	22,250
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5504-414 EQUIPMENT MAINTENANCE	4,354	4,528	1,500	150	1,500	1,500	1,500
5504-416 COMPUTER MAINTENANCE	4,214	2,398	10,000	7,604	5,000	5,000	5,000
5504-421 BUILDING MAINTENANCE	8,235	6,466	45,500	41,004	10,000	7,500	7,500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	16,803	13,392	57,000	48,758	16,500	14,000	14,000
<u>5-CAPITAL OUTLAY</u>							
5504-514 OTHER EQUIPMENT	0	0	5,000	0	0	0	0
5504-520 BUILDING IMPROVEMENTS	5,939	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	5,939	0	5,000	0	0	0	0
<hr/>							
TOTAL 04 LIBRARY	222,572	220,801	270,883	216,855	227,401	222,900	222,900

# Streets

General Fund

Community Services Division 55

Department 05

## Program Description

The Street Department manages, maintains and repairs City streets, sidewalk, drainage ways and rights-of-way. The services provided are concrete work, patching, street cleaning, tree cutting, ditch cleaning, blade work and other street maintenance. Responsibilities include traffic control, emergency response operations, special events and assistance in code enforcement. Daily, the department inspects roadway for sign repair, pavements management and sight obstructions.

<b>Program Personnel</b>			
<b>Title</b>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
Street Superintendent	1	1	1
Crew Leader	1	1	1
Heavy Equipment Operator	3	3	3
Street Maintenance	<u>2.5</u>	<u>2.5</u>	<u>2.5</u>
	<u>7.5</u>	<u>7.5</u>	<u>7.5</u>

## Performance Objectives

- Protect the investment in the public transportation system through preventative maintenance and on-going rehabilitation of streets and sidewalks.
- Blade roads in best way that can be achieved.
- Sweep as many streets as possible.
- Patch potholes in a manner that they remain in place longer.
- Handle pothole complaints in a timely manner.

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CITY OF STEPHENVILLE  
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01 -GENERAL FUND  
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EXPENDITURES	2012-2013	2013-2014	(----- 2014-2015 -----)	(----- 2015-2016 -----)	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED			
05 STREET MAINTENANCE							
=====							
1-PERSONNEL							
5505-111 SALARIES	266,718	273,593	281,896	219,804	282,193	282,193	282,193
5505-112 OVERTIME	1,877	141	5,000	0	5,000	5,000	5,000
5505-113 PART-TIME WAGES	0	0	0	0	0	0	0
5505-114 ON CALL PAY	5,220	5,220	5,200	4,060	5,200	5,200	5,200
5505-121 RETIREMENT	43,795	42,964	43,362	33,323	42,318	42,318	42,318
5505-122 SOCIAL SECURITY	20,827	21,150	22,345	17,626	22,368	22,368	22,368
5505-123 WORKER'S COMPENSATION	12,893	14,738	15,517	15,378	24,007	24,007	24,007
5505-125 GROUP INSURANCE	44,562	44,964	46,176	37,279	43,756	43,756	43,756
TOTAL 1-PERSONNEL	395,891	402,771	419,496	327,469	424,842	424,842	424,842
2-CONTRACTUAL							
5505-211 POSTAGE	57	2	100	0	100	100	100
5505-212 COMMUNICATIONS	1,165	1,146	1,200	1,274	1,500	1,500	1,500
5505-214 ADVERTISING	489	264	500	0	500	500	500
5505-215 TRAINING & EDUCATION	118	558	1,000	40	1,000	500	500
5505-224 INSURANCE	6,224	7,691	7,958	7,802	7,958	7,958	7,958
5505-231 RENTAL	8,345	7,268	10,000	7,116	10,000	6,000	6,000
5505-251 UTILITIES	198,511	197,881	225,000	145,122	225,000	200,000	200,000
5505-252 DUES & SUBSCRIPTIONS	0	0	0	0	0	0	0
5505-253 OUTSIDE PROFESSIONALS	54,746	20,440	27,500	16,520	27,500	25,000	25,000
5505-255.000H HAIL DAMAGE CLAIMS	0	0	0	242	0	0	0
5505-261 OTHER CONTRACTUAL SERVICES	52,726	0	52,500	12,466	52,500	52,500	52,500
TOTAL 2-CONTRACTUAL	322,382	235,250	325,758	190,582	326,058	294,058	294,058
3-GENERAL SERVICES							
5505-312 CHEMICALS	287	62	2,500	2,500	2,500	2,500	2,500
5505-314 OFFICE SUPPLIES	158	1,527	200	26	200	200	200
5505-316 WEARING APPAREL	3,072	2,672	3,150	2,792	3,150	3,150	3,150
5505-318 SMALL TOOLS	1,331	5,452	2,000	1,974	2,000	2,000	2,000
5505-322 STREET SIGNS & MARKINGS	14,677	27,201	10,000	8,716	10,000	10,000	10,000
5505-323 GAS & OIL	23,836	25,480	25,000	14,630	22,050	22,050	22,050
5505-332 OPERATING SUPPLIES	811	3,327	2,500	1,111	2,500	2,500	2,500
TOTAL 3-GENERAL SERVICES	44,172	65,721	45,350	31,749	42,400	42,400	42,400
4-MACHINE & EQUIPMENT MAINTENA							
5505-411 VEHICLE MAINTENANCE	1,609	1,139	2,000	1,645	2,000	2,000	2,000
5505-411.0008 1999 CHEV PICKUP	0	0	0	0	0	0	0
5505-411.0009 2005 CHEVY DUMP TRUCK	25	0	500	0	500	300	300
5505-411.0013 1999 CHEVY PICKUP	0	0	500	0	500	300	300
5505-411.0025 1995 CHEV DUMP TRUCK	1,037	0	500	0	500	300	300
5505-411.0026 2002 DODGE PICKUP	0	0	500	0	500	300	300
5505-411.0027 1992 CHEV DUMP TRUCK	378	0	500	0	500	300	300
5505-411.0029 1999 CHEVROLET DUMPTRUCK	0	0	0	0	0	0	0
5505-411.0120 2006 CHEVY 1/2 PICKUP	785	40	500	55	500	300	300
5505-411.0121 2008 CHEVY DUMPTRUCK	46	0	1,500	0	1,500	500	500
5505-411.0122 2007 ASPHALT ZIPPER	0	0	1,000	932	1,000	1,000	1,000
5505-411.0123 09 FORD F-150 1/2 TON PICK	98	55	500	55	500	300	300
5505-411.0124 2011 FORD F250 PICK UP	44	44	500	102	500	300	300
5505-411.0125 2013 FORD F-150 1/2 TON	52	52	0	51	0	0	0
5505-411.0126 2015 DODGE RAM QUAD CAB	0	0	0	0	0	0	0
5505-411.0223 2011 F-750 WATER TRUCK	0	0	0	0	0	0	0
5505-412 MACHINERY MAINTENANCE	11,661	7,268	5,500	4,557	5,500	5,500	5,500
5505-412.0001 1979 INGRAM PNEUMATIC ROLL	0	0	0	0	0	0	0
5505-412.0002 1988 CATERPILLAR LOADER	118	0	2,500	133	2,500	1,000	1,000
5505-412.0047 1982 1700 FORD TRACTOR	0	0	0	0	0	0	0
5505-412.0053 2000 CAT 120 H GRADER	0	0	2,000	0	2,000	1,000	1,000
5505-412.0054 2004 INGERSOL COMPACT ROLL	0	0	0	0	0	0	0
5505-412.0055 1971 CAT 941B FRONT END	0	0	3,500	0	3,500	0	0
5505-412.0058 2004 LEEBOY ASPHALT PAVER	0	0	0	317	0	0	0
5505-412.0101 2005 POWER BROOM	0	0	350	92	350	350	350
5505-412.0220 2007 CATERPILLAR 924G FRON	0	0	0	0	0	0	0
5505-412.0224 2004 CASE BACKHOE 580M	0	0	0	0	0	0	0
5505-414 OTHER EQUIPMENT MAINTENANC	1,086	3,983	1,500	209	1,500	1,000	1,000
5505-422 RIGHT OF WAY MAINTENANCE	122,006	40,743	268,000	271,027	200,000	200,000	200,000
5505-423 STREET CUTS	19,027	22,940	20,000	17,223	30,000	30,000	30,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	157,972	76,264	311,850	296,396	253,850	244,750	244,750
5-CAPITAL OUTLAY							
5505-511 VEHICLES	20,960	74,624	30,000	20,893	0	0	0
5505-512 MACHINERY	0	0	0	0	0	0	0
5505-514 OTHER EQUIPMENT	0	0	0	0	0	0	0
5505-522 RIGHTS OF WAY	0	0	0	0	0	0	0
5505-525 STREETS	206,039	0	350,000	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	226,999	74,624	380,000	20,893	0	0	0
TOTAL 05 STREET MAINTENANCE	1,147,416	854,630	1,482,454	867,089	1,047,150	1,006,050	1,006,050

# Senior Citizens

General Fund

Community Services Division 55

Department 06

## Program Description

The Senior Citizen Department is responsible for seeing that each and every senior citizen resident of Stephenville has the opportunity and the means by which to use their leisure time to its fullest potential. Provide the opportunity for reaction programs, congregate meals, transportation and leisure activities from cultural to physical.

<b><u>Program Personnel</u></b>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
Title			
Senior Citizens Facility Manager	1	1	1
Senior Citizen's Assistant	.5	.5	.5
	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>

## **Performance Objectives**

- Provide highly-trained, qualified personnel to adequately manage the senior citizen programs.
- Provide interesting and educational programs.
- Provide a safe, clean and healthful environment for employees and citizens.
- Prolong the useful life of major building components of Senior Citizens Center.

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CITY OF STEPHENVILLE  
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01 -GENERAL FUND  
DIVISION - 5 COMMUNITY SERVICES

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<b>EXPENDITURES</b>							
<b>06 SENIOR CITIZENS</b>							
<b>1-PERSONNEL</b>							
5506-111 SALARIES	34,120	35,005	37,091	28,873	38,066	38,065	38,065
5506-112 OVERTIME	132	86	0	0	0	0	0
5506-113 PART-TIME WAGES	16,065	16,913	16,000	12,826	16,000	16,000	16,000
5506-121 RETIREMENT	5,444	5,379	5,506	4,288	5,509	5,509	5,509
5506-122 SOCIAL SECURITY	3,419	3,345	4,061	2,970	4,136	4,136	4,136
5506-123 WORKER'S COMPENSATION	884	1,002	1,127	1,110	1,773	1,773	1,773
5506-125 GROUP INSURANCE	6,364	6,479	6,597	5,326	6,251	6,251	6,251
TOTAL 1-PERSONNEL	66,428	68,207	70,382	55,393	71,735	71,734	71,734
<b>2-CONTRACTUAL</b>							
5506-211 POSTAGE	795	1,753	3,000	1,259	2,000	2,000	2,000
5506-212 COMMUNICATIONS	1,143	677	780	569	780	780	780
5506-214 ADVERTISING & PUBLIC NOTIC	3,651	3,318	3,500	3,329	3,500	3,500	3,500
5506-215 EDUCATION & SCHOOLING	0	0	200	0	200	200	200
5506-224 INSURANCE	1,135	1,136	1,196	1,174	1,196	1,196	1,196
5506-231 RENTAL	1,586	1,639	1,600	1,289	1,600	1,600	1,600
5506-251 UTILITIES	9,389	10,235	10,000	6,911	10,000	10,000	10,000
5506-252 DUES & SUBSCRIPTIONS	105	125	100	131	100	100	100
5506-253 OUTSIDE PROFESSIONALS	14,810	14,245	14,000	11,750	14,000	7,200	7,200
5506-254 SPECIAL SERVICES	172	831	600	248	600	300	300
5506-255 DAMAGE CLAIMS	0	0	0	8,765	0	0	0
5506-255.000H HAIL DAMAGE CLAIMS	0	0	0	15,648	0	0	0
5506-260 PEST & GERM CONTROL	502	483	500	415	500	500	500
5506-261 CONTRACT SERVICES	4,005	3,960	5,000	3,984	5,000	4,000	4,000
TOTAL 2-CONTRACTUAL	37,293	38,402	40,476	55,472	39,476	31,376	31,376
<b>3-GENERAL SERVICES</b>							
5506-313 RECREATION SUPPLIES	7,431	6,484	6,500	5,750	5,000	2,000	2,000
5506-314 OFFICE SUPPLIES	567	537	750	341	750	750	750
5506-317 PHOTO & DUPLICATION	470	945	500	581	500	500	500
5506-321 JANITORIAL SUPPLIES	1,862	1,885	1,500	771	1,500	1,500	1,500
5506-332 OPERATING SUPPLIES	7,022	6,484	5,000	3,562	4,000	4,000	4,000
5506-333 COMPUTER SUPPLIES	403	249	500	79	0	0	0
TOTAL 3-GENERAL SERVICES	17,755	16,584	14,750	11,083	11,750	8,750	8,750
<b>4-MACHINE &amp; EQUIPMENT MAINTENA</b>							
5506-413 OFFICE EQUIPMENT MAINTENAN	1,393	145	1,250	278	1,250	500	500
5506-414 OTHER EQUIPMENT MAINTENANC	136	186	2,000	1,638	1,000	500	500
5506-421 BUILDING MAINTENANCE	22,102	5,698	7,500	4,523	5,000	2,500	2,500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	23,630	6,029	10,750	6,438	7,250	3,500	3,500
<b>5-CAPITAL OUTLAY</b>							
5506-520 BUILDING IMPROVEMENTS	7,068	0	0	0	0	0	0
5506-525 OTHER CONSTRUCTION	0	0	35,000	39,830	0	0	0
TOTAL 5-CAPITAL OUTLAY	7,068	0	35,000	39,830	0	0	0
<b>TOTAL 06 SENIOR CITIZENS</b>	<b>152,175</b>	<b>129,223</b>	<b>171,358</b>	<b>168,216</b>	<b>130,211</b>	<b>115,360</b>	<b>115,360</b>

# Splashville Aquatic Center

General Fund

Community Services Division 55

Department 07

## Program Description

The Splashville Aquatic Center is responsible for providing a variety of water related recreational activities for the citizens of Stephenville. Programs and activities include swim lessons, swim team, water aerobics, birthday celebrations, special events and corporate gatherings.

### Performance Objectives

- Provide highly-trained, qualified personnel to adequately manage the Splashville Aquatic Complex.
- Continually provide and evaluate a variety of programming.
- Provide a safe, clean and fun environment for citizens and visitors.
- Extend and protect the life of the facility.



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CITY OF STEPHENVILLE  
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01 -GENERAL FUND  
DIVISION - 5 COMMUNITY SERVICES

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<b>EXPENDITURES</b>							
<b>07 AQUATIC CENTER</b>							
=====							
<b>1-PERSONNEL</b>							
5507-113 PART-TIME WAGES	109,635	82,329	105,000	69,265	105,000	105,000	105,000
5507-115 SALARY SAVINGS	0	0	0	0	0	0	(30,000)
5507-122 SOCIAL SECURITY	8,384	6,301	8,033	5,299	8,033	8,033	8,033
5507-123 WORKERS COMPENSATION	1,955	2,166	2,228	2,194	3,444	3,444	3,444
TOTAL 1-PERSONNEL	119,975	90,796	115,261	76,758	116,477	116,477	86,477
<b>2-CONTRACTUAL</b>							
5507-211 POSTAGE	0	16	250	18	250	250	250
5507-212 COMMUNICATIONS	3,890	1,807	2,000	1,573	2,000	2,000	2,000
5507-214 ADVERTISING AND PUBLIC NOT	1,242	225	1,000	1,615	1,000	1,000	1,000
5507-215 EDUCATION AND SCHOOLING	0	540	250	1,497	250	250	250
5507-224 INSURANCE	2,555	2,555	2,641	2,641	2,641	2,641	2,641
5507-251 UTILITIES	38,792	45,635	42,500	22,942	42,500	42,500	42,500
5507-254 SPECIAL SERVICES	0	220	0	0	0	0	0
5507-260 PEST AND GERM CONTROL	228	228	250	160	250	250	250
5507-264 SPECIAL EVENTS	1,063	304	0	52	0	0	0
TOTAL 2-CONTRACTUAL	47,771	51,531	48,891	30,498	48,891	48,891	48,891
<b>3-GENERAL SERVICES</b>							
5507-312 CHEMICALS AND POOL SUPPLIE	9,813	10,892	13,000	13,656	13,000	10,000	10,000
5507-313 AQUATIC SUPPLIES	874	378	1,000	931	1,000	1,000	1,000
5507-316 WEARING APPAREL	0	1,152	1,000	1,886	1,000	0	0
5507-321 JANITORIAL SUPPLIES	1,578	639	1,000	857	1,000	1,000	1,000
5507-332 OPERATING SUPPLIES	5,129	1,515	2,000	3,502	2,000	2,000	2,000
TOTAL 3-GENERAL SERVICES	17,394	14,575	18,000	20,832	18,000	14,000	14,000
<b>4-MACHINE &amp; EQUIPMENT MAINTENA</b>							
5507-413 OFFICE EQUIPMENT MAINTENAN	0	0	500	600	500	500	500
5507-414 OTHER EQUIPMENT MAINTENANC	475	1,196	1,500	656	1,500	1,000	1,000
5507-416 COMPUTER MAINTENANCE	4,227	3,637	2,500	1,130	2,500	2,500	2,500
5507-421 BUILDING MAINTENANCE	236	235	1,000	1,251	1,000	1,000	1,000
5507-425 SWIMMING POOL MAINTENANCE	8,350	3,840	7,500	10,084	7,500	7,500	7,500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	13,288	8,908	13,000	13,721	13,000	12,500	12,500
<b>5-CAPITAL OUTLAY</b>							
5507-514 OTHER EQUIPMENT	3,220	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	3,220	0	0	0	0	0	0
<b>TOTAL 07 AQUATIC CENTER</b>							
	201,648	165,809	195,152	141,808	196,368	191,868	161,868
<b>TOTAL 5 COMMUNITY SERVICES</b>							
	3,152,266	2,673,077	3,462,628	2,932,552	2,928,227	2,796,814	2,741,814
	=====	=====	=====	=====	=====	=====	=====

# Fire Administration

General Fund

Fire Division 56

Department 01

## Program Description

The Fire Administration Department is responsible for management of all fire division activities and policies, plan for the future, evaluate performance, develop and administer budgets, maintain records and files, counsel and resolve conflicts, represent fire personnel to the City leaders and represent City leaders to the fire personnel.

<u>Program Personnel</u>			
Title	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
Fire Chief	1	1	1
Fire Training Officer	1	1	1
Administrative Assistant	<u>0</u>	<u>1</u>	<u>1</u>
	<u>2</u>	<u>3</u>	<u>3</u>

## Performance Objectives

- Ensure readiness of the department to respond to emergencies.
- Ensure all laws and rules which involve the City and departments are maintained.
- Provide efficient and effective management of Fire Services.
- Provide a safe, clean and healthful environment for employees and citizens.
- Prolong the useful life of major building components of Fire Stations # 1 and # 2.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND  
DIVISION - 6 FIRE DEPARTMENT

	2012-2013	2013-2014	(----- 2014-2015 -----)	(----- 2015-2016 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>01 FIRE ADMINISTRATION</u>							
=====							
<u>1-PERSONNEL</u>							
5601-111 SALARIES	135,514	139,373	173,861	126,936	185,043	185,043	185,043
5601-113 PART TIME WAGES	0	1,527	5,200	1,151	5,200	2,000	2,000
5601-115 INCENTIVE PAY	4,096	4,096	4,080	3,185	4,080	4,080	4,080
5601-121 RETIREMENT	22,275	22,043	26,415	19,749	27,893	27,895	27,895
5601-122 SOCIAL SECURITY	10,549	10,967	14,010	10,494	15,141	14,896	14,896
5601-123 WORKER'S COMPENSATION	1,949	2,227	2,537	2,427	4,117	4,110	4,110
5601-125 GROUP INSURANCE	12,728	12,885	16,492	12,906	18,752	18,752	18,752
5601-126 CAR ALLOWANCE	0	0	3,600	3,000	3,600	3,600	3,600
TOTAL 1-PERSONNEL	187,111	193,118	246,195	179,849	263,826	260,376	260,376
<u>2-CONTRACTUAL</u>							
5601-211 POSTAGE	223	432	250	55	250	250	250
5601-212 COMMUNICATIONS	2,538	2,120	2,000	1,701	2,000	2,000	2,000
5601-215 TRAINING & EDUCATION	3,527	4,269	4,000	2,724	4,000	4,000	4,000
5601-224 INSURANCE	675	4,021	3,523	3,478	3,523	3,523	3,523
5601-231 RENTAL	0	3,091	3,096	2,318	3,096	3,096	3,096
5601-251 UTILITIES	9,695	22,201	15,600	13,320	15,600	15,600	15,600
5601-252 DUES & SUBSCRIPTIONS	1,881	1,064	850	379	850	850	850
5601-253 OUTSIDE PROFESSIONALS	3,917	360	200	373	200	200	200
5601-254 SPECIAL SERVICES	236	13,430	6,000	4,932	6,000	6,000	6,000
5601-255 DAMAGE CLAIMS	0	0	0	622	0	0	0
5601-255.000H HAIL DAMAGE CLAIMS	0	0	0	9,577	0	0	0
5601-258 STATE FEES	0	64	310	0	310	310	310
5601-260 PEST CONTROL	456	456	560	320	560	560	560
TOTAL 2-CONTRACTUAL	23,148	51,509	36,389	39,799	36,389	36,389	36,389
<u>3-GENERAL SERVICES</u>							
5601-313 BOOKS & EDUCATIONAL MATERI	0	0	100	0	100	0	0
5601-314 OFFICE SUPPLIES	0	0	0	0	1,000	1,000	1,000
5601-316 WEARING APPAREL	289	22	800	525	800	800	800
5601-317 PHOTO & DUPLICATION	0	270	0	206	0	0	0
5601-321 JANITORIAL SUPPLIES	3,232	6,482	3,000	1,862	3,000	3,000	3,000
5601-323 GAS & OIL	0	0	0	563	0	0	0
5601-332 OPERATING SUPPLIES	218	505	300	775	300	300	300
5601-333 COMPUTER SUPPLIES	130	646	500	1,538	500	500	500
TOTAL 3-GENERAL SERVICES	3,869	7,925	4,700	5,469	5,700	5,600	5,600
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5601-411.0196 2005 CHEVY TAHOE	0	100	750	591	750	750	750
5601-413 OFFICE EQUIPMENT MAINTENAN	54	0	5,800	2,535	5,800	3,000	3,000
5601-414 OTHER EQUIPMENT MAINTENANC	0	125	250	0	250	250	250
5601-416 COMPUTER EQUIPMENT	0	1,014	0	0	0	0	0
5601-421 BUILDING MAINTENANCE	3,265	7,869	15,000	10,120	15,000	10,000	10,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	3,319	9,108	21,800	13,247	21,800	14,000	14,000
<u>5-CAPITAL OUTLAY</u>							
5601-513 OFFICE EQUIPMENT	0	0	0	140	0	0	0
5601-514 OTHER EQUIPMENT	0	8,832	4,096	3,805	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	8,832	4,096	3,945	0	0	0
TOTAL 01 FIRE ADMINISTRATION	217,448	270,493	313,180	242,308	327,715	316,365	316,365

# Fire Prevention & Inspections

General Fund

Fire Division 56

Department 02

## Program Description

The Fire Prevention & Inspections Department includes the Fire Marshal. The purpose of this department is to systematically reduce the number and severity of fires in Stephenville through public education about fire safety and prevention, code enforcement, business facility inspections, home inspections, first aid and arson investigation toward prosecution.

<b><u>Program Personnel</u></b>			
<b>Title</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>
Fire Marshal	1	1	1
Fire Inspector	1	1	1
	2	2	2

## **Performance Objectives**

- Complete plan reviews in a timely manner.
- Oversee business facility inspections.
- Oversee arson investigations.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND  
DIVISION - 6 FIRE DEPARTMENT

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<u>02 FIRE PREVENTION INVESTIGATI</u>							
=====							
<u>1-PERSONNEL</u>							
5602-111 SALARIES	79,114	106,393	114,632	89,628	118,408	118,410	118,410
5602-112 OVERTIME	792	7,287	2,000	6,346	2,000	2,000	2,000
5602-115 INCENTIVE PAY	6,073	8,191	8,160	6,371	8,160	8,160	8,160
5602-121 RETIREMENT	13,712	18,724	18,525	15,202	18,608	18,608	18,608
5602-122 SOCIAL SECURITY	6,465	9,281	9,547	8,051	9,835	9,835	9,835
5602-123 WORKER'S COMPENSATION	1,582	1,824	2,032	1,945	3,235	3,235	3,235
5602-125 GROUP INSURANCE	9,107	12,847	13,193	10,651	12,502	12,502	12,502
TOTAL 1-PERSONNEL	116,844	164,548	168,089	138,193	172,748	172,750	172,750
<u>2-CONTRACTUAL</u>							
5602-211 POSTAGE	79	0	50	52	50	50	50
5602-212 COMMUNICATIONS	32	517	900	717	1,200	1,200	1,200
5602-215 TRAINING & EDUCATION	2,315	2,037	3,500	2,849	3,500	3,500	3,500
5602-224 INSURANCE	662	861	960	915	960	960	960
5602-252 DUES & SUBSCRIPTIONS	223	574	1,400	492	1,400	1,400	1,400
5602-255 DAMAGE CLAIMS	3,579	0	0	0	0	0	0
5602-258 STATE FEES	0	85	200	0	200	200	200
5602-261 OTHER CONTRACTUAL SERVICES	0	0	700	0	700	0	0
TOTAL 2-CONTRACTUAL	6,889	4,075	7,710	5,026	8,010	7,310	7,310
<u>3-GENERAL SERVICES</u>							
5602-313 BOOKS & EDUCATIONAL MATERI	869	1,067	860	875	860	860	860
5602-314 OFFICE SUPPLIES	0	0	0	0	500	500	500
5602-316 WEARING APPAREL	444	1,147	800	1,231	800	800	800
5602-317 PHOTO & DUPLICATION	199	157	200	57	200	200	200
5602-318 SMALL TOOLS	0	0	1,200	1,584	1,200	1,200	1,200
5602-323 GAS & OIL	4,573	5,309	5,000	3,352	5,000	5,000	5,000
5602-332 OPERATING SUPPLIES	191	304	1,000	214	1,000	500	500
5602-333 COMPUTER SUPPLIES	2,519	1,904	500	243	500	500	500
TOTAL 3-GENERAL SERVICES	8,795	9,888	9,560	7,556	10,060	9,560	9,560
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5602-411 VEHICLE MAINTENANCE	0	654	0	0	0	0	0
5602-411.0320 2003 CHEVY P/U	810	121	750	315	750	750	750
5602-411.0340 2008 DODGE QUAD CAB PICK U	1,214	1,181	750	609	750	750	750
5602-411.0341 2005 CHEVY TAHOE	0	0	0	8	0	0	0
5602-414 OTHER EQUIPMENT MAINTENANC	198	16	80	0	80	80	80
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	2,223	1,973	1,580	932	1,580	1,580	1,580
<u>5-CAPITAL OUTLAY</u>							
TOTAL 02 FIRE PREVENTION INVESTIGATI	134,751	180,483	186,939	151,707	192,398	191,200	191,200

# Fire Suppression

General Fund

Fire Division 56

Department 03

## Program Description

The Mission of the Stephenville Fire Department is to preserve and protect life and property while safeguarding the environment and the City’s economic base. The mission is accomplished through a coordinated program of services which includes fire rescue, fire suppression and prevention, hazardous material mitigation, code enforcement, business facility inspections, home inspections, first aid and public education about fire safety and prevention.

<u>Program Personnel</u>			
Title	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
Fire Captain	2	2	2
Fire Lieutenant	1	1	1
Fire Sergeant	2	2	2
Firefighter	9	9	9
	<u>14</u>	<u>14</u>	<u>14</u>

## Performance Objectives

- Provide efficient and effective management of Fire Services.
- Maintain operational readiness level that will meet the emergency demands of the community.
- Provide firefighting forces and resources necessary to execute quick, effective, skillful and caring responses to emergency situation.
- Respond to emergency incidents in a timely manner.
- Keep emergency vehicles and department facilities maintained.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND  
DIVISION - 6 FIRE DEPARTMENT

EXPENDITURES	2012-2013	2013-2014	(----- 2014-2015 -----)		(----- 2015-2016 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
03 FIRE SUPPRESSION							
=====							
1-PERSONNEL							
5603-111 SALARIES	641,376	666,923	695,853	518,371	692,902	692,905	692,905
5603-112 OVERTIME	82,519	96,657	100,000	77,645	100,000	100,000	100,000
5603-115 INCENTIVE PAY	39,885	40,198	40,920	28,768	34,200	34,200	34,200
5603-121 RETIREMENT	121,855	123,509	124,219	92,883	119,706	119,706	119,706
5603-122 SOCIAL SECURITY	57,074	60,203	64,013	48,434	63,273	63,273	63,273
5603-123 WORKER'S COMPENSATION	11,355	12,653	13,622	13,216	20,811	20,811	20,811
5603-125 GROUP INSURANCE	86,849	88,851	92,353	71,378	87,511	87,511	87,511
TOTAL 1-PERSONNEL	1,040,913	1,088,994	1,130,980	850,693	1,118,403	1,118,406	1,118,406
2-CONTRACTUAL							
5603-212 COMMUNICAITONS	1,033	1,036	1,100	710	1,100	1,100	1,100
5603-215 TRAINING & EDUCATION	8,166	10,593	12,500	10,166	12,500	12,500	12,500
5603-224 INSURANCE	5,760	7,039	7,509	7,996	7,509	7,509	7,509
5603-252 DUES & SUBSCRIPTIONS	1,624	0	2,475	50	2,475	2,475	2,475
5603-258 STATE FEES	2,338	1,391	2,700	2,869	2,700	2,700	2,700
TOTAL 2-CONTRACTUAL	18,920	20,059	26,284	21,792	26,284	26,284	26,284
3-GENERAL SERVICES							
5603-313 BOOKS & EDUCATIONAL MATERI	0	0	500	0	500	0	0
5603-314 OFFICE SUPPLIES	0	0	0	0	500	500	500
5603-316 WEARING APPAREL	15,161	14,328	15,000	7,723	15,000	15,000	15,000
5603-318 SMALL TOOLS	4,360	11,670	12,000	5,868	12,000	10,000	10,000
5603-323 GAS & OIL	17,040	17,137	18,000	10,716	18,000	18,000	18,000
5603-332 OPERATING SUPPLIES	4,713	4,779	2,500	2,261	2,500	2,500	2,500
5603-333 COMPUTER SUPPLIES	902	1,503	1,000	980	1,000	1,000	1,000
TOTAL 3-GENERAL SERVICES	42,177	49,417	49,000	27,547	49,500	47,000	47,000
4-MACHINE & EQUIPMENT MAINTENA							
5603-411 VEHICLE MAINTENANCE	0	483	500	164	500	500	500
5603-411.0321 '00 CHEV C-70 TRUCK	3,102	237	1,500	658	1,500	750	750
5603-411.0322 '81 CHEV C-60 TRUCK	243	0	1,500	0	1,500	750	750
5603-411.0324 '96 GMC RESCUE TRUCK	729	2,248	2,200	3,768	2,200	1,000	1,000
5603-411.0326 '90 CHEV C-70 TRUCK	440	3,993	1,500	426	1,500	1,500	1,500
5603-411.0332 '97 SUTPHEN PUMPER	6,577	3,726	5,000	5,740	5,000	2,500	2,500
5603-411.0333 '93 E-ONE H-160 TRUCK	622	1,314	5,000	50	5,000	5,000	5,000
5603-411.0334 2012 E-ONE PUMPER TRUCK	1,427	1,612	5,000	8,668	5,000	5,000	5,000
5603-411.0335 '97 SUTPHEN MT	12,496	3,869	9,500	5,380	9,500	6,000	6,000
5603-412 MACHINERY MAINTENANCE	27	0	400	133	400	400	400
5603-414 OTHER EQUIPMENT MAINTENANC	1,671	2,616	3,000	2,490	3,000	3,000	3,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	27,336	20,098	35,100	27,476	35,100	26,400	26,400
5-CAPITAL OUTLAY							
5603-511 VEHICLES	4,081	0	0	0	0	0	0
5603-514 OTHER EQUIPMENT	0	0	3,652	3,665	0	0	0
TOTAL 5-CAPITAL OUTLAY	4,081	0	3,652	3,665	0	0	0
TOTAL 03 FIRE SUPPRESSION	1,133,426	1,178,568	1,245,016	931,173	1,229,287	1,218,090	1,218,090

# Emergency Medical Services

General Fund

Fire Division 56

Department 04

## Program Description

The Stephenville Fire Department provides emergency medical services for the City. They provide pre-hospital care and emergency ambulance transportation of the sick and injured to the hospital.

<b><u>Program Personnel</u></b>			
<b>Title</b>	<b><u>2013-2014</u></b>	<b><u>2014-2015</u></b>	<b><u>2015-2016</u></b>
	3		
Fire Captain	1	1	1
Fire Lieutenant	2	2	2
Fire Sergeant	1	1	1
Firefighter	9	9	9
	<u>16</u>	<u>13</u>	<u>13</u>

## **Performance Objectives**

- Provide efficient and effective management of emergency medical services.
- Maintain operational readiness level that will meet the emergency demands of the community.
- Provide highly-trained, qualified personnel and resources necessary to execute quick, effective, skillful and caring responses to emergency situations.
- Respond to emergency incidents in a timely manner.
- Keep emergency vehicles and department facilities maintained.



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01 -GENERAL FUND

DIVISION - 6 FIRE DEPARTMENT

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<b>EXPENDITURES</b>							
<b>04 EMERGENCY MEDICAL SERVICE</b>							
<b>=====</b>							
<b>1-PERSONNEL</b>							
5604-111 SALARIES	630,859	614,541	671,004	499,352	664,608	664,608	664,608
5604-112 OVERTIME	72,357	85,405	75,000	65,226	75,000	75,000	75,000
5604-115 INCENTIVE PAY	37,654	34,879	37,200	25,438	33,480	33,480	33,480
5604-121 RETIREMENT	118,215	112,960	116,267	87,740	111,889	111,889	111,889
5604-122 SOCIAL SECURITY	55,577	55,309	59,915	45,674	59,141	59,141	59,141
5604-123 WORKER'S COMPENSATION	10,239	11,783	12,750	12,507	19,452	19,455	19,455
5604-125 GROUP INSURANCE	84,339	80,779	85,756	68,706	81,260	81,260	81,260
TOTAL 1-PERSONNEL	1,009,241	995,655	1,057,892	804,645	1,044,830	1,044,833	1,044,833
<b>2-CONTRACTUAL</b>							
5604-212 COMMUNICATIONS	2,603	2,929	3,000	2,044	3,000	3,000	3,000
5604-215 TRAINING & EDUCATION	8,643	11,588	12,500	7,696	12,500	12,500	12,500
5604-224 INSURANCE	3,605	4,988	5,317	5,027	5,317	5,317	5,317
5604-252 DUES & SUBSCRIPTIONS	1,657	120	2,000	0	2,000	500	500
5604-253 OUTSIDE PROFESSIONALS	4,041	4,645	7,200	5,512	7,200	7,200	7,200
5604-258 STATE FEES	2,560	3,212	2,650	226	2,650	2,650	2,650
TOTAL 2-CONTRACTUAL	23,108	27,482	32,667	20,504	32,667	31,167	31,167
<b>3-GENERAL SERVICES</b>							
5604-312 AMBULANCE SUPPLIES	38,737	45,159	42,350	45,885	42,350	42,350	42,350
5604-314 OFFICE SUPPLIES	0	0	0	0	500	500	500
5604-316 WEARING APPAREL	13,967	10,468	15,000	6,770	15,000	15,000	15,000
5604-318 SMALL TOOLS	2,160	1,925	2,500	1,648	2,500	2,000	2,000
5604-323 GAS & OIL	13,908	13,700	16,500	7,506	16,500	15,000	15,000
5604-332 OPERATING SUPPLIES	0	451	0	172	0	0	0
5604-333 COMPUTER SUPPLIES	540	794	1,000	1,340	1,000	1,000	1,000
TOTAL 3-GENERAL SERVICES	69,313	72,498	77,350	63,322	77,850	75,850	75,850
<b>4-MACHINE &amp; EQUIPMENT MAINTENA</b>							
5604-411 VEHICLE MAINTENANCE	0	46	750	1,082	750	750	750
5604-411.0327 '08 FORD E-450 AMBULANCE	5,765	6,442	2,000	4,665	2,000	2,000	2,000
5604-411.0328 '05 FORD E-450 AMBULANCE	2,460	2,654	2,000	2,593	2,000	2,000	2,000
5604-411.0329 2012 FORD E-450 AMBULANCE	190	666	2,000	127	2,000	2,000	2,000
5604-411.0330 2015 FORD E-450 AMBULANCE	0	0	0	89	0	0	0
5604-412.0001 2004 POLARIS RANGER 6X6	0	130	0	0	0	0	0
5604-414 OTHER EQUIPMENT MAINTENANC	2,273	0	4,900	411	4,900	2,400	2,400
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	10,688	9,937	11,650	8,967	11,650	9,150	9,150
<b>5-CAPITAL OUTLAY</b>							
5604-511 VEHICLES	132,990	0	30,000	30,000	0	0	0
5604-514 OTHER EQUIPMENT	1,945	37,421	45,100	45,104	0	0	0
TOTAL 5-CAPITAL OUTLAY	134,935	37,421	75,100	75,104	0	0	0
<b>7-DEBT SERVICE</b>							
5604-750 LEASE PYMT-2015 FORD AMBUL	0	0	0	0	30,600	30,600	30,600
TOTAL 7-DEBT SERVICE	0	0	0	0	30,600	30,600	30,600
<b>=====</b>							
TOTAL 04 EMERGENCY MEDICAL SERVICE	1,247,285	1,142,993	1,254,659	972,542	1,197,597	1,191,600	1,191,600

# Volunteer Fire Department

General Fund

Fire Division 56

Department 05

## Program Description

The Stephenville Volunteer Fire Department provides back-up manpower for the on-duty paid firefighting personnel, primarily in the area of fire suppression. The department usually maintains between 15 and 20 volunteer members.

### Performance Objectives

- Maintain operational readiness level that will meet the emergency demands of the community.
- Provide firefighting forces and resources necessary to execute quick, effective, skillful and caring responses to emergency situations.
- Respond for assistance to on-duty firefighters in emergency situations in a timely manner.

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CITY OF STEPHENVILLE  
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01 -GENERAL FUND  
DIVISION - 6 FIRE DEPARTMENT

	2012-2013	2013-2014	(----- 2014-2015 -----)	(----- 2015-2016 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
05 VOLUNTEER FIRE DEPARTMENT							
=====							
<u>1-PERSONNEL</u>							
5605-113 VOLUNTEER WATER	5,635	6,699	7,500	3,385	7,500	7,500	7,500
5605-121 RETIREMENT	2,875	2,600	2,600	2,217	2,900	2,900	2,900
5605-123 WORKER'S COMPENSATION	843	880	891	880	891	894	894
TOTAL 1-PERSONNEL	9,353	10,179	10,991	6,482	11,291	11,294	11,294
<u>2-CONTRACTUAL</u>							
5605-215 TRAINING & EDUCATION	3,091	2,997	7,500	4,917	7,500	6,000	6,000
5605-224 OTHER INSURANCE	1,320	1,320	1,326	1,412	1,326	1,326	1,326
5605-251 UTILITIES	1,898	2,115	2,500	956	2,500	2,000	2,000
5605-252 DUES & SUBSCRIPTIONS	505	1,110	800	0	800	800	800
TOTAL 2-CONTRACTUAL	6,814	7,542	12,126	7,286	12,126	10,126	10,126
<u>3-GENERAL SERVICES</u>							
5605-316 WEARING APPAREL	870	2,401	5,000	1,157	4,500	2,000	2,000
5605-318 SMALL TOOLS	0	830	500	0	500	500	500
5605-332 OPERATING SUPPLIES	0	1,000	1,000	0	1,000	500	500
TOTAL 3-GENERAL SERVICES	870	4,231	6,500	1,157	6,000	3,000	3,000
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5605-414 OTHER EQUIPMENT MAINTENANC	0	0	500	0	500	0	0
5605-421 BUILDING MAINTENANCE	5	158	1,000	0	1,000	500	500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	5	158	1,500	0	1,500	500	500
<u>5-CAPITAL OUTLAY</u>							
TOTAL 05 VOLUNTEER FIRE DEPARTMENT	17,042	22,109	31,117	14,925	30,917	24,920	24,920
TOTAL 6 FIRE DEPARTMENT	2,749,952	2,794,645	3,030,911	2,312,655	2,977,914	2,942,175	2,942,175
	=====	=====	=====	=====	=====	=====	=====

# Police Administration

General Fund

Police Division 57

Department 01

## Program Description

The Police Administration department manages and coordinates the various police activities of the City. Planning and research, hiring, discipline, training, budgeting and personnel functions are conducted by administration.

### Program Personnel

Title	2013-2014	2014-2015	2015-2016
Police Chief	1	1	1
Police Captain	2	2	2
	3	3	3

### Performance Objectives

- Deliver quality Police services to the citizens of Stephenville.
- Ensure readiness of the department to respond to emergencies.
- Ensure all laws and rules which involve the City and departments are maintained
- Prolong the useful life of major building components of police station.

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CITY OF STEPHENVILLE  
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01 -GENERAL FUND  
DIVISION - 7 POLICE DEPARTMENT

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<u>01 POLICE ADMINISTRATION</u>							
<u>1-PERSONNEL</u>							
5701-111 SALARIES	208,417	215,440	244,576	150,663	250,229	250,229	250,229
5701-112 OVERTIME	372	0	0	961	0	0	0
5701-115 INCENTIVE PAY	2,127	2,210	2,160	1,894	3,240	3,240	3,240
5701-121 RETIREMENT	33,840	33,618	36,628	23,128	37,206	37,206	37,206
5701-122 SOCIAL SECURITY	15,038	15,591	18,875	11,387	19,666	19,666	19,666
5701-123 WORKER'S COMPENSATION	3,455	4,005	4,775	4,277	7,690	7,690	7,690
5701-125 GROUP INSURANCE	18,558	18,707	19,790	12,078	18,752	18,752	18,752
5701-126 CAR ALLOWANCE	0	0	3,600	1,800	3,600	3,600	3,600
TOTAL 1-PERSONNEL	281,807	289,570	330,404	206,187	340,383	340,383	340,383
<u>2-CONTRACTUAL</u>							
5701-212 COMMUNICATIONS	1,833	2,327	2,000	1,747	2,500	2,500	2,500
5701-215 EDUCATION & SCHOOLING	3,010	5,768	6,425	2,554	6,425	5,000	5,000
5701-224 INSURANCE	1,712	1,822	2,022	1,955	2,022	2,022	2,022
5701-225 INTER-AGENCY AGREEMENT	0	0	0	0	28,000	28,000	28,000
5701-252 DUES & SUBSCRIPTIONS	840	1,311	1,205	1,162	1,205	1,205	1,205
5701-253 OUTSIDE PROFESSIONALS	1,250	3,000	3,500	5,200	11,100	11,100	11,100
5701-254 SPECIAL SERVICES	157	187	150	0	150	150	150
5701-255 DAMAGE CLAIMS	0	0	0	520	0	0	0
5701-255.000H HAIL DAMAGE CLAIMS	0	0	0	520	0	0	0
5701-263 PRISONER CONTRACT	22,600	21,000	25,000	15,200	25,000	25,000	25,000
TOTAL 2-CONTRACTUAL	31,402	35,416	40,302	28,859	76,402	74,977	74,977
<u>3-GENERAL SERVICES</u>							
5701-313 BOOKS & EDUCATIONAL MATERI	75	0	200	0	200	0	0
5701-316 WEARING APPAREL	1,193	1,563	1,800	1,282	1,800	1,800	1,800
5701-323 GAS & OIL	0	42	0	0	0	0	0
5701-332 OPERATING SUPPLIES	223	175	1,000	719	1,000	1,000	1,000
5701-333 COMPUTER SUPPLIES	428	61	100	54	100	100	100
TOTAL 3-GENERAL SERVICES	1,918	1,840	3,100	2,055	3,100	2,900	2,900
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5701-411.0198 2011 DODGE CHARGER	0	0	0	0	2,500	2,500	2,500
5701-414 OTHER EQUIPMENT MAINTENANC	0	0	100	0	100	0	0
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	0	0	100	0	2,600	2,500	2,500
<u>5-CAPITAL OUTLAY</u>							
TOTAL 01 POLICE ADMINISTRATION	315,127	326,826	373,906	237,102	422,485	420,760	420,760

# Police Patrol

General Fund

Police Division 57

Department 02

## Program Description

The Police Patrol Department responsibilities are to take reports of crime, do follow-up investigations, handle calls for service, enforce traffic laws, regulate non-criminal conduct and perform community policing activities. Patrol officers are the Department's first face-to-face contact with citizens.

<b><u>Program Personnel</u></b>			
<b>Title</b>	<b><u>2013-2014</u></b>	<b><u>2014-2015</u></b>	<b><u>2015-2016</u></b>
Police Captain	0	0	0
Police Lieutenant	2	1	1
Police Sergeant	4	6	6
Patrol Officer	<u>19</u>	<u>19</u>	<u>19</u>
	<u>25</u>	<u>26</u>	<u>26</u>

## **Performance Objectives**

- Deliver quality Police services to the citizens of Stephenville.
- Respond to emergency calls for assistance in a timely and effective manner.
- Create a positive police community relationship and environment.
- Promote safety and community involvement in crime reduction.

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01 -GENERAL FUND  
DIVISION - 7 POLICE DEPARTMENT

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	2015-2016 CITY ADMIN. RECOMMENDED	2015-2016 COUNCIL ADOPTED
<u>02 PATROL</u>							
=====							
<u>1-PERSONNEL</u>							
5702-111 SALARIES	1,079,821	1,109,760	1,193,829	874,509	1,152,826	1,152,826	1,152,826
5702-112 OVERTIME	95,022	120,046	83,500	121,339	65,000	65,000	65,000
5702-115 INCENTIVE PAY	11,670	11,980	11,520	8,118	9,000	9,000	9,000
5702-116 SHIFT DIFFERENTIAL	16,830	14,244	15,850	11,222	16,900	16,900	16,900
5702-121 RETIREMENT	192,077	193,646	190,936	150,787	179,998	179,998	179,998
5702-122 SOCIAL SECURITY	89,645	93,575	98,394	77,711	95,145	95,145	95,145
5702-123 WORKER'S COMPENSATION	17,785	22,873	24,893	24,392	37,204	37,205	37,205
5702-125 GROUP INSURANCE	154,843	157,443	164,916	121,385	150,019	150,019	150,019
TOTAL 1-PERSONNEL	1,657,692	1,723,567	1,783,838	1,389,462	1,706,092	1,706,093	1,706,093
<u>2-CONTRACTUAL</u>							
5702-212 COMMUNICATIONS	12,504	12,555	14,000	9,433	15,000	15,000	15,000
5702-215 EDUCATION & SCHOOLING	30,201	39,586	50,000	39,246	50,000	40,000	40,000
5702-224 INSURANCE	16,419	20,872	22,002	22,244	22,002	22,002	22,002
5702-253 OUTSIDE PROFESSIONAL	2,466	6,420	3,000	2,363	3,000	3,000	3,000
5702-254 SPECIAL SERVICES	96	0	100	137	100	100	100
5702-255 DAMAGE CLAIMS	8,827	18,281	0	175	0	0	0
5702-255.000H HAIL DAMAGE CLAIMS	0	0	0	8,535	0	0	0
TOTAL 2-CONTRACTUAL	70,514	97,715	89,102	82,133	90,102	80,102	80,102
<u>3-GENERAL SERVICES</u>							
5702-313 BOOKS & EDUCATIONAL MATERI	1,252	441	1,000	64	1,000	1,000	1,000
5702-316 WEARING APPAREL	37,537	36,328	40,500	30,377	40,500	30,000	30,000
5702-317 PHOTO & DUPLICATION	277	278	400	94	400	400	400
5702-323 GAS & OIL	82,365	66,096	99,200	33,801	99,200	69,200	69,200
5702-332 OPERATING SUPPLIES	22,459	24,867	25,000	23,380	25,000	25,000	25,000
5702-333 COMPUTER SUPPLIES	4,277	7,104	8,200	6,060	8,200	7,000	7,000
TOTAL 3-GENERAL SERVICES	148,168	135,114	174,300	93,775	174,300	132,600	132,600
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5702-411 VEHICLE MAINTENANCE	886	2,566	1,000	1,120	1,000	1,000	1,000
5702-411.0300 2012 CHEVY TAHOE	3,106	1,873	3,125	1,023	3,125	3,125	3,125
5702-411.0301 2014 CHEVY CAPRICE	1,981	5,300	3,125	2,477	3,125	3,125	3,125
5702-411.0302 2014 CHEVY CAPRICE	4,014	2,896	3,125	1,738	3,125	3,125	3,125
5702-411.0303 2011 DODGE CHARGER	1,904	1,629	3,125	503	3,125	3,125	3,125
5702-411.0304 2015 CHEVY CAPRICE	3,015	4,261	3,125	1,024	3,125	3,125	3,125
5702-411.0305 2015 CHEVY TAHOE	2,213	3,426	3,125	4,994	3,125	3,125	3,125
5702-411.0306 2013 CHEVY TAHOE	2,081	1,613	3,125	1,737	3,125	3,125	3,125
5702-411.0307 2013 CHEVY CAPRICE	2,662	2,670	3,125	3,046	3,125	3,125	3,125
5702-411.0308 2013 CHEVROLET CAPRICE	2,100	2,662	3,125	1,179	3,125	3,125	3,125
5702-411.0309 2006 DODGE CHARGER	6	156	0	83	0	0	0
5702-411.0310 2014 CHEVROLET CAPRICE	0	6	3,125	2,196	3,125	3,125	3,125
5702-414 OTHER EQUIPMENT MAINTENANC	1,864	3,129	5,000	4,497	5,000	5,000	5,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	25,833	32,187	37,250	25,618	37,250	37,250	37,250
<u>5-CAPITAL OUTLAY</u>							
5702-511 VEHICLES	109,805	140,306	112,500	111,369	0	0	0
5702-512 RADIOS AND ASSOCIATED EQUI	0	0	25,000	24,134	0	0	0
5702-514 OTHER EQUIPMENT	0	0	56,000	51,734	0	0	0
TOTAL 5-CAPITAL OUTLAY	109,805	140,306	193,500	187,238	0	0	0
TOTAL 02 PATROL	2,012,012	2,128,890	2,277,990	1,778,226	2,007,744	1,956,045	1,956,045

# Police Safety Communications

General Fund

Police Division 57

Department 03

## Program Description

The Communications Department operates a twenty-four hour a day, seven days a week police and fire communications function. Dispatchers are responsible for all incoming calls to the Police Department. They either dispatch these calls to field officers or route them to the proper Department member. The dispatchers handle calls for service for the Fire/EMS Services and all 911 calls within the City, Fire District, and after hours City utility radio service. Other special functions performed by the dispatcher include warrants and driver's license checks and serve as receptionist for the Public Safety Building.

### Program Personnel

Title	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
Dispatchers	<u>12</u>	<u>12</u>	<u>12</u>
	<u>12</u>	<u>12</u>	<u>12</u>

### Performance Objectives

- Support the functions of the Police and Fire/EMS operations of the City of Stephenville.
- Handle all calls in a timely and effective manner.
- Reduce the amount of in-house service delays on non-priority calls for service.
- Quickly and accurately retrieve all requests for information by police officers.



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01 -GENERAL FUND  
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	2012-2013	2013-2014	(----- 2014-2015 -----) (----- 2015-2016 -----)		DEPARTMENT	2015-2016	COUNCIL
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	REQUESTED	CITY ADMIN. RECOMMENDED	ADOPTED
03 COMMUNICATIONS							
=====							
1-PERSONNEL							
5703-111 SALARIES	253,003	278,678	346,458	258,935	412,734	414,622	414,622
5703-112 OVERTIME	64,125	57,411	50,000	43,590	50,000	0	0
5703-113 PART-TIME WAGES	1,226	0	0	0	0	0	0
5703-115 INCENTIVE PAY	5,171	5,508	5,760	3,893	5,040	5,040	5,040
5703-116 SHIFT DIFFERENTIAL	4,923	4,345	7,500	4,565	7,500	7,500	7,500
5703-121 RETIREMENT	52,327	53,116	69,889	46,204	68,786	61,823	61,823
5703-122 SOCIAL SECURITY	24,186	25,679	37,546	23,876	36,358	32,678	32,678
5703-123 WORKER'S COMPENSATION	595	822	1,113	1,101	1,666	1,498	1,498
5703-125 GROUP INSURANCE	50,914	54,135	79,160	54,851	75,010	75,010	75,010
TOTAL 1-PERSONNEL	456,470	479,695	597,426	437,015	657,094	598,171	598,171
2-CONTRACTUAL							
5703-212 COMMUNICATIONS	281	378	700	275	700	700	700
5703-215 EDUCATION & SCHOOLING	3,565	11,792	24,000	13,348	24,000	24,000	24,000
5703-224 INSURANCE	1,154	1,162	2,064	1,796	2,064	2,064	2,064
5703-252 DUES & SUBSCRIPTIONS	92	0	150	124	150	150	150
5703-253 OUTSIDE PROFESSIONAL	330	2,521	400	1,001	400	400	400
TOTAL 2-CONTRACTUAL	5,422	15,853	27,314	16,544	27,314	27,314	27,314
3-GENERAL SERVICES							
5703-316 WEARING APPAREL	1,093	712	1,575	620	2,200	1,000	1,000
5703-332 OPERATING SUPPLIES	4,880	10,235	6,500	2,737	6,500	5,000	5,000
5703-333 COMPUTER SUPPLIES	3,025	3,917	4,500	3,541	4,500	4,000	4,000
TOTAL 3-GENERAL SERVICES	8,998	14,864	12,575	6,898	13,200	10,000	10,000
5-CAPITAL OUTLAY							
5703-514 OTHER EQUIPMENT	0	50,240	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	50,240	0	0	0	0	0
-----							
TOTAL 03 COMMUNICATIONS	470,890	560,651	637,315	460,457	697,608	635,485	635,485

# Police Support Services

General Fund

Police Division 57

Department 04

## Program Description

Police Support Services is the central storehouse for all criminal records and some departmental records by or for the Stephenville Police Department. This department functions to maintain accurate and secure files that may be quickly retrieved for use by the Department, other law enforcement agencies and the general public. This Department is responsible for monthly Uniform Crime Reports for the State of Texas as well as many monthly and yearly departmental statistical reports.

### Program Personnel

Title	2013-2014	2014-2015	2015-2016
Police Captain	0	0	0
Police Lieutenant	1	1	1
Records Clerk	2.5	2	2
	<u>3.5</u>	<u>3</u>	<u>3</u>

### Performance Objectives

- Support the functions of the Police and Fire/EMS operations of the City of Stephenville.
- Maintain accurate, secure files that may be promptly retrieved for use by the department and other law enforcement agencies.
- Quickly and accurately retrieve all requests for information by police officers and the general public.

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01 -GENERAL FUND  
DIVISION - 7 POLICE DEPARTMENT

	2012-2013	2013-2014	(----- 2014-2015 -----)	(----- 2015-2016 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
04 SUPPORT SERVICES							
=====							
<u>1-PERSONNEL</u>							
5704-111 SALARIES	86,019	87,890	93,486	76,075	101,253	101,255	101,255
5704-112 OVERTIME	448	503	1,000	536	1,000	1,000	1,000
5704-113 PART-TIME WAGES	11,831	9,366	13,200	8,032	13,200	13,200	13,200
5704-115 INCENTIVE PAY	1,105	1,084	1,080	843	1,080	1,080	1,080
5704-121 RETIREMENT	14,114	13,844	14,187	11,586	14,955	14,955	14,955
5704-122 SOCIAL SECURITY	7,698	7,538	8,321	6,685	8,915	8,915	8,915
5704-123 WORKER'S COMPENSATION	1,006	1,205	1,337	1,331	2,265	2,265	2,265
5704-125 GROUP INSURANCE	13,263	12,841	13,193	11,201	12,502	12,502	12,502
TOTAL 1-PERSONNEL	135,484	134,272	145,804	116,289	155,170	155,172	155,172
<u>2-CONTRACTUAL</u>							
5704-211 POSTAGE	1,881	2,577	2,000	1,144	2,000	2,000	2,000
5704-212 COMMUNICATIONS	805	775	600	407	700	700	700
5704-213 PRINTING	364	496	1,500	147	1,500	750	750
5704-215 EDUCATION & SCHOOLING	1,557	1,056	1,750	1,069	4,500	4,500	4,500
5704-224 INSURANCE	1,141	1,215	1,348	1,304	1,348	1,348	1,348
5704-253 OUTSIDE PROFESSIONAL	0	0	0	445	0	0	0
TOTAL 2-CONTRACTUAL	5,749	6,120	7,198	4,516	10,048	9,298	9,298
<u>3-GENERAL SERVICES</u>							
5704-316 WEARING APPAREL	978	628	600	508	600	600	600
5704-317 PHOTO AND DUPLICATION	0	737	2,400	0	2,400	1,000	1,000
5704-332 OPERATING SUPPLIES	2,679	3,809	2,900	1,982	2,900	2,400	2,400
5704-333 COMPUTER SUPPLIES	2,080	2,427	2,150	2,696	2,150	2,150	2,150
TOTAL 3-GENERAL SERVICES	5,737	7,600	8,050	5,185	8,050	6,150	6,150
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5704-413 OFFICE EQUIPMENT MAINTENAN	0	0	100	0	100	100	100
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	0	0	100	0	100	100	100
TOTAL 04 SUPPORT SERVICES	146,970	147,992	161,152	125,991	173,368	170,720	170,720

# Criminal Investigations

General Fund

Police Division 57

Department 05

## Program Description

The Criminal Investigations Department is responsible for the investigation of offenses requiring more expertise, or more time than can be provided by the Patrol Officer making the initial report. They additionally conduct advanced crime scene investigations requiring specialized techniques. Investigators are also responsible for the investigation of narcotics and vice activities with the City. This department is consulted on all search warrants prepared by the Police Department and coordinates with state and federal law enforcement agencies when necessary.

### Program Personnel

Title	2013-2014	2014-2015	2015-2016
Police Captain	0	0	0
Police Lieutenant	1	1	1
Investigators	5	6	6
Records Clerk	1	1	1
	<u>7</u>	<u>8</u>	<u>8</u>

### Performance Objectives

- Respond to calls for service from the community in a timely and effective manner.
- Investigate all incidents with the purpose of recovering property and/or apprehending suspects.
- Increase offense clearance rate for improved citizen satisfaction.

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CITY OF STEPHENVILLE  
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01 -GENERAL FUND  
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	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	2015-2016 CITY ADMIN. RECOMMENDED	(-----) COUNCIL ADOPTED
<b>EXPENDITURES</b>							
<b>05 CRIMINAL INVESTIGATION</b>							
<b>=====</b>							
<b>1-PERSONNEL</b>							
5705-111 SALARIES	330,965	336,322	357,081	314,392	410,110	410,110	410,110
5705-112 OVERTIME	27,526	26,723	25,000	19,729	25,000	25,000	25,000
5705-114 ON CALL PAY	4,753	5,184	5,200	4,556	5,200	5,200	5,200
5705-115 INCENTIVE PAY	10,423	10,173	9,480	12,528	15,720	15,720	15,720
5705-121 RETIREMENT	60,162	59,617	58,899	52,825	66,001	66,001	66,001
5705-122 SOCIAL SECURITY	27,781	28,526	30,052	27,497	34,886	34,885	34,885
5705-123 WORKER'S COMPENSATION	5,614	6,409	7,107	6,993	12,619	12,619	12,619
5705-125 GROUP INSURANCE	44,988	45,125	46,176	42,471	50,006	50,006	50,006
TOTAL 1-PERSONNEL	512,211	518,078	538,995	480,992	619,542	619,541	619,541
<b>2-CONTRACTUAL</b>							
5705-212 COMMUNICATIONS	5,243	5,092	4,400	3,921	5,700	5,700	5,700
5705-213 PRINTING	12	66	100	63	100	100	100
5705-215 EDUCATION & SCHOOLING	9,458	13,350	20,000	12,217	20,000	15,000	15,000
5705-216 INVESTIGATIVE TRAVEL EXPEN	619	2,069	2,500	716	2,500	2,500	2,500
5705-224 INSURANCE	4,481	5,554	6,409	6,252	6,409	6,409	6,409
5705-231 RENTAL	10,898	11,151	11,000	11,154	11,000	11,000	11,000
5705-252 DUES & SUBSCRIPTIONS	0	240	100	70	500	500	500
5705-253 OUTSIDE PROFESSIONALS	13,502	5,741	5,000	3,585	5,000	5,000	5,000
5705-261 DRUG ENFORCEMENT	13,535	17,241	20,000	13,186	20,000	20,000	20,000
TOTAL 2-CONTRACTUAL	57,749	60,504	69,509	51,165	71,209	66,209	66,209
<b>3-GENERAL SERVICES</b>							
5705-316 WEARING APPAREL	3,658	4,045	4,200	3,554	5,000	5,000	5,000
5705-317 PHOTO & DUPLICATION	131	0	1,000	169	1,000	250	250
5705-323 GAS & OIL	7,358	9,462	5,000	4,885	5,000	5,000	5,000
5705-332 OPERATING SUPPLIES	9,935	14,712	12,000	10,591	12,000	12,000	12,000
5705-333 COMPUTER SUPPLIES	4,989	6,073	5,000	4,864	5,000	2,500	2,500
TOTAL 3-GENERAL SERVICES	26,071	34,291	27,200	24,063	28,000	24,750	24,750
<b>4-MACHINE &amp; EQUIPMENT MAINTENA</b>							
5705-411 MOTOR VEHICLES	0	20	0	0	0	0	0
5705-411.0190 2008 DODGE QUAD CAB PICK U	148	634	750	83	750	750	750
5705-411.0191 2008 DODGE QUAD CAB PICK U	1,208	0	750	117	750	750	750
5705-411.0192 2008 DODGE CHARGER	290	1,304	750	102	750	750	750
5705-411.0193 2007 DODGE CHARGER	814	307	750	72	750	750	750
5705-411.0195 2009 DODGE CHARGER	1,260	54	0	0	0	0	0
5705-411.0196 2013 FORD EXPEDITION	233	293	750	323	750	750	750
5705-411.0197 2014 FORD F-150 4 DOOR PIC	0	88	750	187	750	750	750
5705-414 OTHER EQUIPMENT MAINTENANC	0	0	500	0	500	0	0
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	3,953	2,699	5,000	883	5,000	4,500	4,500
<b>5-CAPITAL OUTLAY</b>							
5705-511 VEHICLES	28,090	27,980	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	28,090	27,980	0	0	0	0	0
TOTAL 05 CRIMINAL INVESTIGATION	628,073	643,552	640,704	557,103	723,751	715,000	715,000

# Police Professional Standards

General Fund

Police Division 57

Department 06

## Program Description

The Professional Standards Department is responsible for coordinating educational programs, crime stoppers, neighborhood crime watch programs and the Citizens Police Academy.

### Program Personnel

Title	2013-2014	2014-2015	2015-2016
Lieutenant	1	1	1
Sergeant	1	1	0
Police Officer	1	1	2
	<u>3</u>	<u>3</u>	<u>3</u>

### Performance Objectives

- Reduce crime through public education and collaborative community efforts.
- Provide an effective educational program for students.
- Work effectively with citizens through community outreach programs.

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	2012-2013	2013-2014	(----- 2014-2015 -----)	(----- 2015-2016 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>06 PROFESSIONAL STANDARD</u>							
<u>1-PERSONNEL</u>							
5706-111 SALARIES	156,731	161,467	171,815	133,905	176,252	176,252	176,252
5706-112 OVER TIME	2,126	6,231	4,000	5,178	4,000	4,000	4,000
5706-115 INCENTIVE PAY	2,530	2,530	2,520	2,037	2,880	2,880	2,880
5706-121 RETIREMENT	25,941	26,342	26,474	21,093	26,505	26,505	26,505
5706-122 SOCIAL SECURITY	11,993	12,539	13,643	10,696	14,010	14,010	14,010
5706-123 WORKER'S COMPENSATION	2,615	3,009	3,451	3,404	5,478	5,478	5,478
5706-125 GROUP INSURANCE	19,093	19,334	19,790	15,977	18,752	18,752	18,752
TOTAL 1-PERSONNEL	221,029	231,451	241,693	192,289	247,877	247,877	247,877
<u>2-CONTRACTUAL</u>							
5706-212 COMMUNICATIONS	2,575	2,933	2,500	1,647	2,500	2,500	2,500
5706-215 EDUCATION & SCHOOLING	2,561	3,981	4,500	2,458	4,500	4,500	4,500
5706-216 INVESTIGATIVE TRAVEL	380	313	500	314	500	500	500
5706-224 INSURANCE	1,712	1,822	2,022	1,955	2,022	2,023	2,023
5706-252 DUES & SUBSCRIPTIONS	0	35	600	0	600	300	300
TOTAL 2-CONTRACTUAL	7,227	9,085	10,122	6,374	10,122	9,823	9,823
<u>3-GENERAL SERVICES</u>							
5706-316 WEARING APPAREL	1,275	1,750	1,800	1,147	1,800	1,800	1,800
5706-323 GAS & OIL	4,663	5,154	3,000	2,926	3,000	3,000	3,000
5706-332 OPERATING SUPPLIES	4,743	5,155	5,000	2,296	5,000	4,000	4,000
5706-333 COMPUTER SUPPLIES	1,485	903	1,500	651	1,500	1,000	1,000
TOTAL 3-GENERAL SERVICES	12,166	12,961	11,300	7,020	11,300	9,800	9,800
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5706-411.0194 2009 DODGE CHARGER	15	195	2,250	62	2,250	750	750
5706-411.0309 2010 CHEVY TAHOE	3,807	1,705	4,500	916	4,500	3,000	3,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	3,821	1,900	6,750	978	6,750	3,750	3,750
TOTAL 06 PROFESSIONAL STANDARD	244,243	255,397	269,865	206,661	276,049	271,250	271,250

# Animal Control

General Fund

Police Division 57

Department 07

## Program Description

The Animal Control Department is responsible for enforcing animal control City ordinances and State regulations, care and disposition of impounded animals.

This Department also addresses health and safety issues concerning animal enclosures.

### Program Personnel

Title	2013-2014	2014-2015	2015-2016
Animal Control Officers	2	2	2
	<u>2</u>	<u>2</u>	<u>2</u>

### Performance Objectives

- Ensure that persons walking on public property in the City are free of reasonable concern for being threatened by dogs running at large.
- Handle all citizen calls for assistance in a timely and efficient manner.
- Reduce the number of stray animals within the City.
- Educate the community in animal control.



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	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2014-2015 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<b>EXPENDITURES</b>							
<b>07 ANIMAL CONTROL</b>							
<b>=====</b>							
<b>1-PERSONNEL</b>							
5707-111 SALARIES	55,290	59,927	63,000	38,164	59,410	59,410	59,410
5707-112 OVERTIME	1,219	3,798	1,500	3,361	1,500	1,500	1,500
5707-115 INCENTIVE PAY	361	361	360	143	0	0	0
5707-121 RETIREMENT	9,075	9,848	9,628	6,202	8,816	8,816	8,816
5707-122 SOCIAL SECURITY	4,323	4,870	4,962	3,302	4,660	4,660	4,660
5707-123 WORKER'S COMPENSATION	1,088	1,237	1,481	1,253	2,149	2,149	2,149
5707-125 GROUP INSURANCE	11,685	12,847	13,193	8,013	12,502	12,502	12,502
TOTAL 1-PERSONNEL	83,042	92,889	94,124	60,437	89,037	89,037	89,037
<b>2-CONTRACTUAL</b>							
5707-212 COMMUNICATIONS	1,150	1,298	1,100	723	1,100	1,100	1,100
5707-215 EDUCATION & SCHOOLING	680	2,142	3,000	1,243	3,000	2,500	2,500
5707-224 INSURANCE	451	536	603	558	603	603	603
5707-252 DUES AND SUBSCRIPTIONS	50	100	100	0	100	100	100
5707-253 OUTSIDE PROFESSIONALS	1,088	350	1,000	564	1,000	1,000	1,000
5707-255 DAMAGE CLAIMS	0	1,341	0	0	0	0	0
TOTAL 2-CONTRACTUAL	3,419	5,766	5,803	3,089	5,803	5,303	5,303
<b>3-GENERAL SERVICES</b>							
5707-316 WEARING APPAREL	626	735	500	510	500	500	500
5707-323 GAS & OIL	7,686	6,944	8,700	2,410	8,700	7,000	7,000
5707-332 OPERATING SUPPLIES	3,138	6,662	6,045	1,871	6,045	2,500	2,500
5707-334 ANIMAL SHELTER	17,000	17,000	17,000	14,167	17,000	17,000	17,000
TOTAL 3-GENERAL SERVICES	28,451	31,341	32,245	18,959	32,245	27,000	27,000
<b>4-MACHINE &amp; EQUIPMENT MAINTENA</b>							
5707-411.0439 2015 FORD F-350 TRUCK	742	2,316	3,000	539	3,000	1,500	1,500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	742	2,316	3,000	539	3,000	1,500	1,500
<b>5-CAPITAL OUTLAY</b>							
5707-511 VEHICLES	0	0	70,000	68,936	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	70,000	68,936	0	0	0
<b>TOTAL 07 ANIMAL CONTROL</b>	<b>115,654</b>	<b>132,311</b>	<b>205,172</b>	<b>151,960</b>	<b>130,085</b>	<b>122,840</b>	<b>122,840</b>

# Public Safety Clerical

General Fund

Public Safety Facility Division 57

Department 09

## Program Description

The Public Safety Department is responsible for the administrative and/or clerical duties as prescribed by the Chief of Police and the Fire Chief. It provides funds for maintenance of the Public Safety building as well as the custodial, janitorial and all utilities' costs.

### Program Personnel

Title	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
Public Safety Clerk	<u>1</u>	<u>1</u>	<u>1</u>
	<u>1</u>	<u>1</u>	<u>1</u>

### Performance Objectives

- Support the functions of the Police and Fire administration of the City of Stephenville.
- Provide good, prompt personal, face-to-face and phone assistance to citizens.
- Provide a safe, clean and healthful environment for employees and citizens.
- Prolong the useful life of major building components of the Stephenville Public Safety Building.

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CITY OF STEPHENVILLE  
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01 -GENERAL FUND

DIVISION - 7 POLICE DEPARTMENT

	2012-2013	2013-2014	(----- 2014-2015 -----)	(----- 2015-2016 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>09PUBLIC SAFETY CLERICAL</u>							
=====							
<u>1-PERSONNEL</u>							
5709-111 SALARIES	0	0	20,100	20,071	0	0	0
5709-113 PART TIME WAGES	0	0	10,400	7,163	10,400	10,400	10,400
5709-121 RETIREMENT	0	0	1,630	1,630	0	0	0
5709-122 SOCIAL SECURITY	0	0	1,500	1,262	796	796	796
5709-123 WORKER'S COMPENSATION	0	0	75	102	36	38	38
5709-125 GROUP INSURANCE	0	0	1,613	1,613	0	0	0
TOTAL 1-PERSONNEL	0	0	35,318	31,840	11,232	11,234	11,234
<u>2-CONTRACTUAL</u>							
5709-212 COMMUNICATIONS	0	0	6,300	4,841	6,300	6,300	6,300
5709-224 INSURANCE	0	0	1,601	1,579	1,601	1,601	1,601
5709-231 RENTAL	0	0	6,000	3,740	6,000	6,000	6,000
5709-251 UTILITIES	0	0	25,000	13,904	25,000	20,000	20,000
5709-260 PEST AND GERM CONTROL	0	0	420	160	420	420	420
5709-262 JANITORIAL SERVICE	0	0	1,500	252	1,500	1,500	1,500
TOTAL 2-CONTRACTUAL	0	0	40,821	24,476	40,821	35,821	35,821
<u>3-GENERAL SERVICES</u>							
5709-314 OFFICE SUPPLIES	0	0	7,500	1,700	7,500	7,500	7,500
5709-317 PHOTO & DUPLICATION	0	0	4,320	386	4,320	3,500	3,500
5709-321 JANITORIAL SUPPLIES	0	0	3,500	1,439	3,500	3,500	3,500
5709-333 COMPUTER SUPPLIES	0	0	1,500	66	1,500	1,500	1,500
TOTAL 3-GENERAL SERVICES	0	0	16,820	3,592	16,820	16,000	16,000
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5709-413 OFFICE EQUIPMENT MAINTENAN	0	0	70,000	76,548	50,000	50,000	50,000
5709-421 BUILDING MAINTENANCE	0	0	25,000	26,295	30,000	30,000	30,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	0	0	95,000	102,843	80,000	80,000	80,000
<u>5-CAPITAL OUTLAY</u>							
5709-525 OTHER CONSTRUCTION	0	0	55,760	55,761	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	55,760	55,761	0	0	0
TOTAL 09PUBLIC SAFETY CLERICAL	0	0	243,719	218,512	148,873	143,055	143,055

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND  
DIVISION - 9 PUBLIC SAFETY FACILITY

	2012-2013	2013-2014	(----- 2014-2015 -----)	(----- 2015-2016 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
01 PUBLIC SAFETY CLERICAL							
=====							
1-PERSONNEL							
5901-111 SALARIES	33,197	33,957	0	0	0	0	0
5901-113 PART TIME WAGES	7,922	8,252	0	0	0	0	0
5901-121 RETIREMENT	5,297	5,218	0	0	0	0	0
5901-122 SOCIAL SECURITY	3,128	3,204	0	0	0	0	0
5901-123 WORKER'S COMPENSATION	84	96	0	0	0	0	0
5901-125 GROUP INSURANCE	6,364	6,423	0	0	0	0	0
TOTAL 1-PERSONNEL	55,991	57,150	0	0	0	0	0
2-CONTRACTUAL							
5901-212 COMMUNICATIONS	6,230	6,604	0	0	0	0	0
5901-224 INSURANCE	1,531	1,532	0	0	0	0	0
5901-231 RENTAL	8,353	5,771	0	0	0	0	0
5901-251 UTILITIES	23,067	25,982	0	0	0	0	0
5901-260 PEST AND GERM CONTROL	228	228	0	0	0	0	0
5901-262 JANITORIAL SERVICE	1,635	1,589	0	0	0	0	0
TOTAL 2-CONTRACTUAL	41,044	41,705	0	0	0	0	0
3-GENERAL SERVICES							
5901-314 OFFICE SUPPLIES	6,324	5,786	0	0	0	0	0
5901-317 PHOTO & DUPLICATION	1,796	3,092	0	0	0	0	0
5901-321 JANITORIAL SUPPLIES	2,799	3,918	0 (		0	0	0
5901-333 COMPUTER SUPPLIES	1,492	1,352	0	0	0	0	0
TOTAL 3-GENERAL SERVICES	12,411	14,148	0 (	0	)	0	
4-MACHINE & EQUIPMENT MAINTENANCE							
5901-413 OFFICE EQUIPMENT MAINTENANCE	52,316	59,430	0	0	0	0	0
5901-414 OTHER EQUIPMENT MAINTENANCE	924	800	0	0	0	0	0
5901-421 BUILDING MAINTENANCE	16,408	23,224	0	0	0	0	0
TOTAL 4-MACHINE & EQUIPMENT MAINTENANCE	69,648	83,454	0	0	0	0	0
5-CAPITAL OUTLAY							
5901-527 IMPROVEMENT	0	127,693	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	127,693	0	0	0	0	0
TOTAL 01 PUBLIC SAFETY CLERICAL	179,095	324,149	0		0	0	0
TOTAL 9 PUBLIC SAFETY FACILITY	179,095	324,149	0		0	0	0
=====	=====	=====	=====	=====	=====	=====	=====
TOTAL 7 POLICE DEPARTMENT	3,932,970	4,195,620	4,809,823	3,736,011	4,579,963	4,435,155	4,435,155
=====	=====	=====	=====	=====	=====	=====	=====

# Planning & Building Services

General Fund

Planning & Building Services Division 58

Department 01

## Program Description

Planning & Building Services provides planning, community development and building inspection services. Planning responsibilities include processing zoning changes, specific use permit requests, and abandonment requests; processing Board of Adjustment variance requests and reviewing and processing subdivision plats; providing administrative support for Planning and Zoning Commission and Board of Adjustment; providing information concerning subdivision regulations, zoning changes, census data, population changes and land use changes.

The Planning & Building Services includes Director of Community Development, Planning/GIS Tech, Building Inspectors and Code Enforcement Officer.

### Program Personnel

Title	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
Director of Planning & Building Services	1	1	1
Planning/GIS Tech	1	1	0
	<u>2</u>	<u>2</u>	<u>1</u>

### Performance Objectives

- Provide satisfactory support to the Board of Adjustment, Planning and Zoning Commission, Plan Review Committee and the citizens of Stephenville in all zoning ordinance variance requests.
- Ensure that all property within the City is maintained according to City codes and ordinances.
- Achieve compliance with all applicable construction and zoning codes.
- File all reports in a timely manner.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND

DIVISION - 8 COMMUNITY DEVELOPMENT

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<u>01 PLANNING/DEVELOPMENT ADMIN</u>							
=====							
<u>1-PERSONNEL</u>							
5801-111 SALARIES	116,437	122,455	89,418	70,043	85,913	85,913	85,913
5801-112 OVERTIME	0	496	0	0	0	0	0
5801-121 RETIREMENT	18,577	18,894	19,212	10,662	13,042	13,042	13,042
5801-122 SOCIAL SECURITY	8,805	9,482	9,900	5,651	6,894	6,894	6,894
5801-123 WORKER'S COMPENSATION	369	387	423	428	316	316	316
5801-125 GROUP INSURANCE	11,659	12,309	13,193	7,438	6,251	6,251	6,251
5801-126 CAR ALLOWANCE	0	0	3,600	1,800	3,600	3,600	3,600
TOTAL 1-PERSONNEL	155,846	164,024	135,746	96,021	116,016	116,016	116,016
<u>2-CONTRACTUAL</u>							
5801-211 POSTAGE	295	112	500	115	300	300	300
5801-212 COMMUNICATIONS	718	636	800	439	800	800	800
5801-213 PRINTING	54	183	100	825	100	100	100
5801-214 ADVERTISING & PUBLIC NOTIC	1,111	897	1,000	1,635	1,200	1,200	1,200
5801-215 TRAINING & EDUCATION	1,625	2,166	3,000	1,628	2,000	500	500
5801-224 INSURANCE	360	291	344	299	344	344	344
5801-252 DUES & SUBSCRIPTIONS	768	984	1,025	272	1,025	1,025	1,025
5801-253 OUTSIDE PROFESSIONALS	165	8,226	52,000	60,842	3,000	3,000	3,000
5801-254 SPECIAL SERVICES	4,928	3,436	7,480	893	5,500	1,500	1,500
TOTAL 2-CONTRACTUAL	10,023	16,929	66,249	66,949	14,269	8,769	8,769
<u>3-GENERAL SERVICES</u>							
5801-313 BOOKS & EDUCATIONAL MATERI	485	774	300	336	750	750	750
5801-314 OFFICE SUPPLIES	40	140	900	1,524	200	200	200
5801-317 PHOTO & DUPLICATION	0	77	50	0	50	50	50
5801-332 OPERATING SUPPLIES	113	0	300	1,842	300	300	300
5801-333 COMPUTER SUPPLIES	773	388	500	1,428	0	0	0
TOTAL 3-GENERAL SERVICES	1,411	1,378	2,050	5,130	1,300	1,300	1,300
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5801-413 OFFICE EQUIPMENT MAINTENAN	4,083	3,810	3,900	1,393	0	0	0
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	4,083	3,810	3,900	1,393	0	0	0
<u>5-CAPITAL OUTLAY</u>							
TOTAL 01 PLANNING/DEVELOPMENT ADMIN	171,365	186,142	207,945	169,493	131,585	126,085	126,085

# Inspections

General Fund

Community Development Division 58

Department 02

## Program Description

The Inspections Department responsibilities include processing applications for construction and remodeling of structures; processing sign applications and demolition permits; and inspecting construction plans and structures to ensure compliance with building codes. These personnel also investigate zoning violations and any City Code violations.

### Program Personnel

Title	2013-2014	2014-2015	2015-2016
Building Inspector	2	2	2
	2	2	2

### Performance Objectives

- Process building permit applications, inspections, and verifications and perform inspections in a timely manner.
- Achieve compliance with all applicable construction and zoning codes.
- Complete inspections of new construction in a timely manner.
- File all reports in a timely manner.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND  
DIVISION - 8 COMMUNITY DEVELOPMENT

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<u>02 INSPECTIONS</u>							
=====							
<u>1-PERSONNEL</u>							
5802-111 SALARIES	74,727	76,637	84,304	65,686	91,880	91,880	91,880
5802-112 OVERTIME	134	1,037	300	4,134	300	300	300
5802-121 RETIREMENT	11,944	11,933	12,559	10,365	13,341	13,341	13,341
5802-122 SOCIAL SECURITY	5,616	5,774	6,472	5,366	7,052	7,052	7,052
5802-123 WORKER'S COMPENSATION	327	375	435	433	732	732	732
5802-125 GROUP INSURANCE	12,728	12,847	13,193	10,651	12,502	12,502	12,502
TOTAL 1-PERSONNEL	105,477	108,604	117,263	96,636	125,807	125,807	125,807
<u>2-CONTRACTUAL</u>							
5802-211 POSTAGE	680	707	900	166	800	800	800
5802-212 COMMUNICATIONS	730	734	800	438	800	800	800
5802-213 PRINTING	334	13	200	375	200	200	200
5802-215 TRAINING & EDUCATION	161	501	3,280	1,510	1,500	500	500
5802-224 INSURANCE	583	737	817	773	818	818	818
5802-252 DUES & SUBSCRIPTIONS	416	301	855	110	500	0	0
5802-253 OUTSIDE PROFESSIONALS	96,570	30,278	60,000	12,384	60,000	0	0
5802-254 SPECIAL SERVICES	63,661	37,243	15,000	7,550	15,000	7,500	7,500
5802-255.000H HAIL DAMAGE CLAIMS	0	0	0	984	0	0	0
TOTAL 2-CONTRACTUAL	163,133	70,513	81,852	24,291	79,618	10,618	10,618
<u>3-GENERAL SERVICES</u>							
5802-313 BOOKS & EDUCATIONAL MATERI	0	5,584	500	5,223	500	500	500
5802-314 OFFICE SUPPLIES	641	803	200	181	200	200	200
5802-317 PHOTO & DUPLICATION	0	0	200	0	200	0	0
5802-323 GAS & OIL	1,456	1,307	3,000	549	1,500	1,000	1,000
5802-332 OPERATING SUPPLIES	327	0	300	202	300	50	50
5802-333 COMPUTER SUPPLIES	0	953	500	3,528	500	250	250
TOTAL 3-GENERAL SERVICES	2,424	8,646	4,700	9,681	3,200	2,000	2,000
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5802-411.0095 2005 CHEVY S10 BLAZER	633	183	500	5	500	0	0
5802-411.0140 2008 CHEVY COLORADO	0	658	500	26	500	500	500
5802-411.0142 2015 CHEVROLET COLORADO	0	0	0	17)	0	500	500
5802-413 OFFICE EQUIPMENT MAINTENAN	0	0	500	0	250	250	250
5802-414 OTHER EQUIPMENT MAINTENANC	0	0	300	0	250	250	250
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	633	841	1,800	14	1,500	1,500	1,500
<u>5-CAPITAL OUTLAY</u>							
5802-511 VEHICLES	0	0	22,000	20,264	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	22,000	20,264	0	0	0
TOTAL 02 INSPECTIONS	271,667	188,605	227,615	150,886	210,125	139,925	139,925



# Code Enforcement

General Fund

Community Development Division 58

Department 03

## Program Description

Code Enforcement provides inspection processing and review for compliance with the Health and Sanitation Ordinance adopted by the City. This ordinance provides protection for the citizens of Stephenville for conditions which are detrimental to their health and safety through enforcement of environmental and consumer health-related statutes.

### Program Personnel

Title	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
Code Enforcement Officer	<u>1</u>	<u>1</u>	<u>1</u>
	<u>1</u>	<u>1</u>	<u>1</u>

### Performance Objectives

- Ensure that all commercial food service establishments operate within State and local standards.
- Ensure that all property within the City is maintained according to City codes and ordinances.
- Achieve compliance with all applicable construction and zoning codes.
- File all reports in a timely manner.

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CITY OF STEPHENVILLE  
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01 -GENERAL FUND

DIVISION - 8 COMMUNITY DEVELOPMENT

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<u>03 CODE ENFORCEMENT</u>							
=====							
<u>1-PERSONNEL</u>							
5803-111 SALARIES	27,963	21,975	30,746	23,736	32,748	32,748	32,748
5803-112 OVERTIME	0	487	0	0	0	0	0
5803-121 RETIREMENT	4,462	3,460	4,564	3,524	4,740	4,740	4,740
5803-122 SOCIAL SECURITY	2,098	1,682	2,352	1,824	2,505	2,505	2,505
5803-123 WORKERS' COMPENSATION	125	151	158	153	260	260	260
5803-125 GROUP INSURANCE	6,364	4,259	6,597	5,326	6,251	6,251	6,251
TOTAL 1-PERSONNEL	41,012	32,015	44,417	34,563	46,504	46,504	46,504
<u>2-CONTRACTUAL</u>							
5803-211 POSTAGE	6,566	1,701	5,000	597	5,000	5,000	5,000
5803-212 COMMUNICATIONS	304	507	300	336	600	600	600
5803-213 PRINTING	0	13	200	13	200	200	200
5803-214 ADVERTISING & PUBLIC NOTIC	0	0	200	0	200	0	0
5803-215 TRAINING & EDUCATION	300	513	1,050	1,207	1,050	1,050	1,050
5803-224 INSURANCE	276	346	385	365	385	385	385
5803-252 DUES & SUBSCRIPTIONS	111	0	115	111	115	115	115
5803-253 OUTSIDE PROFESSIONAL	1,200	1,200	1,200	1,000	1,200	1,200	1,200
5803-254 SPECIAL SERVICES	20,607	7,167	30,000	2,035	30,000	25,000	25,000
TOTAL 2-CONTRACTUAL	29,364	11,447	38,450	5,663	38,750	33,550	33,550
<u>3-GENERAL SERVICES</u>							
5803-313 BOOKS & EDUCATION MATERIAL	0	0	100	0	100	0	0
5803-314 OFFICE SUPPLIES	20	62	200	242	200	200	200
5803-317 PHOTO DUPLICATION	0	0	50	0	50	0	0
5803-323 GAS & OIL	1,047	727	2,000	174	1,000	1,000	1,000
5803-332 OPERATING SUPPLIES	0	0	50	0	50	0	0
5803-333 COMPUTER SUPPLIES	0	0	500	77	500	250	250
TOTAL 3-GENERAL SERVICES	1,067	789	2,900	492	1,900	1,450	1,450
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5803-411.0141 2009 FORD RANGER	0	122	500	283	500	500	500
5803-414 OTHER EQUIPMENT	0	0	100	0	100	0	0
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	0	122	600	283	600	500	500
<u>5-CAPITAL OUTLAY</u>							
=====							
TOTAL 03 CODE ENFORCEMENT	71,442	44,372	86,367	41,002	87,754	82,004	82,004
=====							
TOTAL 8 COMMUNITY DEVELOPMENT	514,474	419,119	521,927	361,381	429,464	348,014	348,014
=====							
FUND TOTAL EXPENDITURES	12,257,441	12,608,952	13,854,346	10,777,348	12,618,927	12,190,818	12,190,818
=====							
REVENUES OVER/(UNDER) EXPENDITURES	544,759	772,122	( 715,837)	1,678,256	445,726	873,835	873,835
=====							

# UTILITY FUND



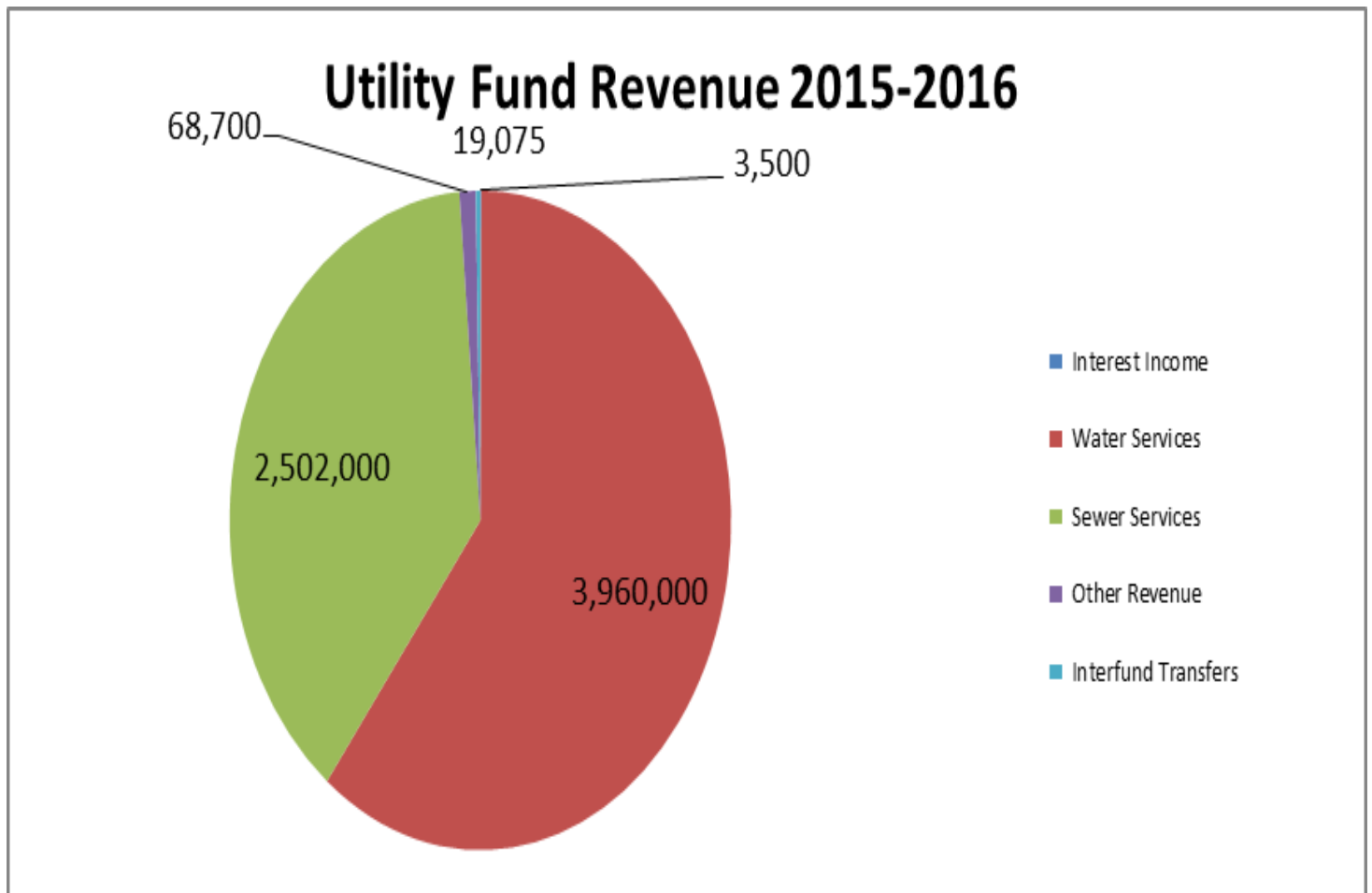
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# Utility Fund

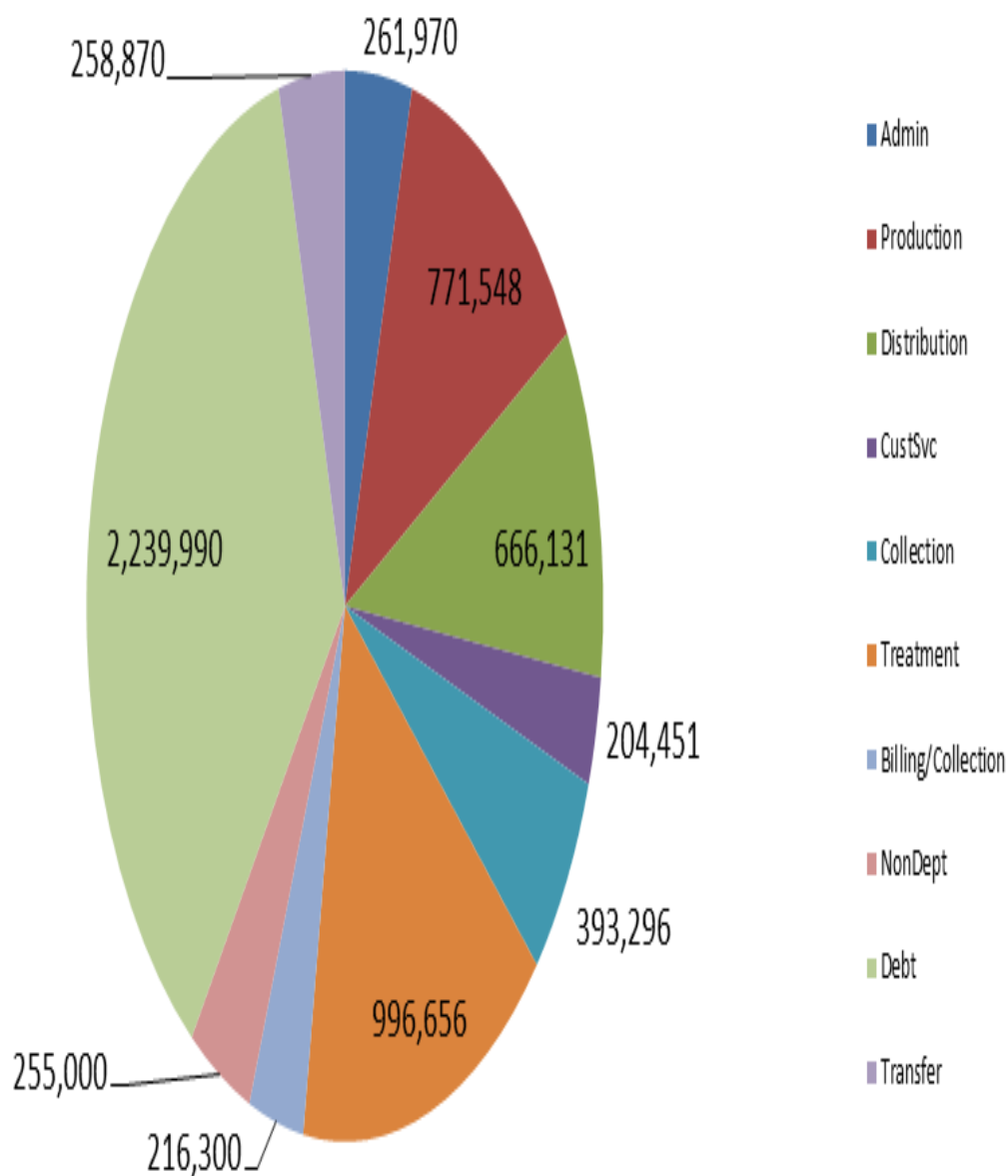
The Utility Fund is an Enterprise Fund of the City. Enterprise Funds are used to account for those operations that are financed and operated in a manner similar to private business enterprises. The intent is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges.

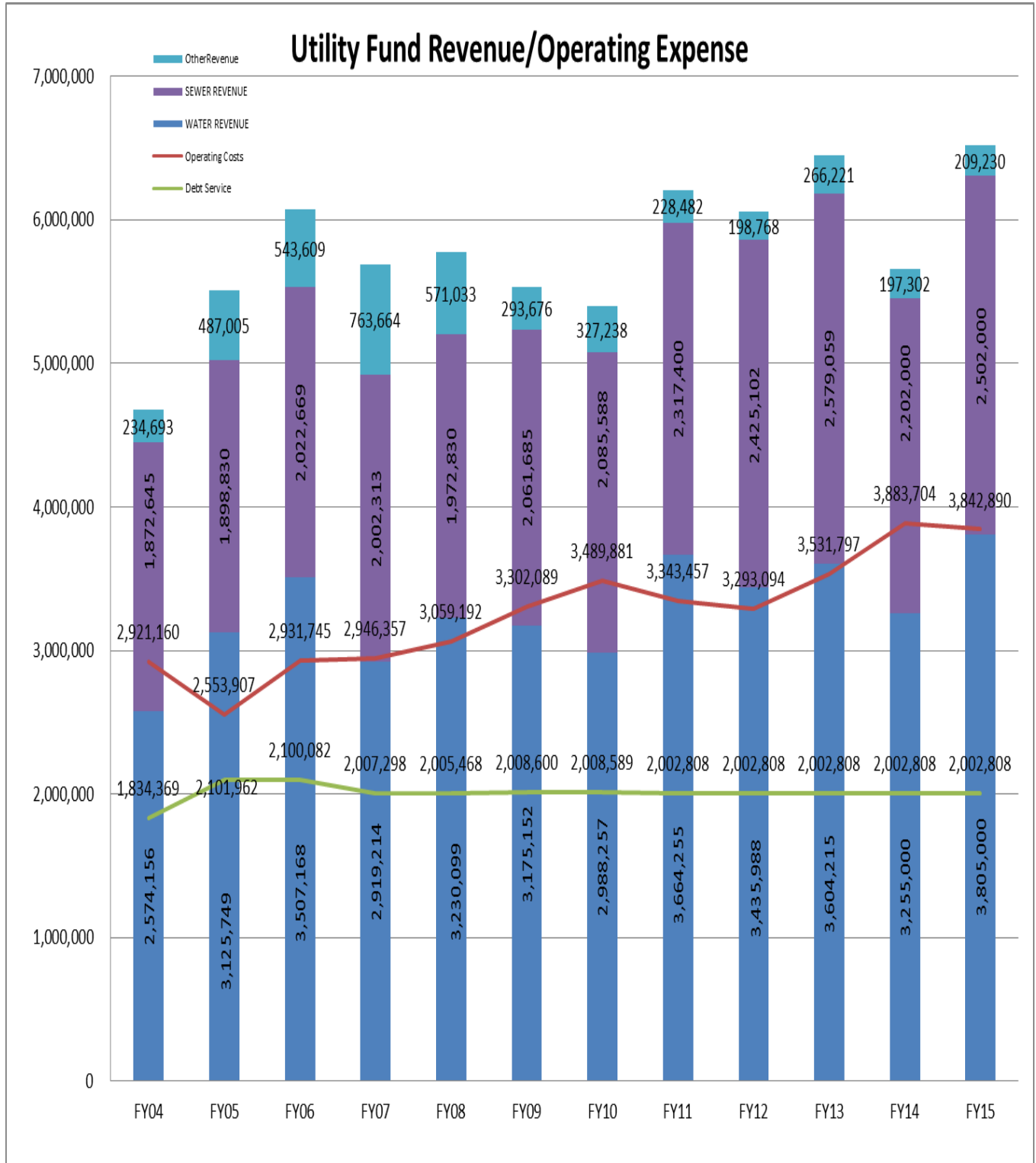
Services provided by the Utility Fund include utility administration, water production and distribution, wastewater collection and treatment, utility customer service (meter reading) and utility billing and collections.

The Fund's source of revenue is the charge for water and sewer services. Utility rates are set by the City Council.



## Utility Fund Expenditures 2015-2016





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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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02 -WATER AND WASTEWATER FUND  
FUND FINANCIAL SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2014-2015 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
ALL REVENUE	6,450,270	6,678,376	6,678,546	5,093,682	6,553,275	6,553,275	6,553,275
FUND TOTAL REVENUES	6,450,270	6,678,376	6,678,546	5,093,682	6,553,275	6,553,275	6,553,275
<u>EXPENDITURE SUMMARY</u>							
ALL EXPENDITURES	5,186,634	3,758,387	6,742,375	5,464,871	6,317,212	6,264,212	6,264,212
FUND TOTAL EXPENDITURES	5,186,634	3,758,387	6,742,375	5,464,871	6,317,212	6,264,212	6,264,212
REVENUES OVER/(UNDER) EXPENDITURES	1,263,636	2,919,989	( 63,829)	( 371,189)	236,063	289,063	289,063

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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02 -WATER AND WASTEWATER FUND  
DIVISION FINANCIAL SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2014-2015 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
4 SERVICE CHARGES	6,394,295	6,507,894	6,473,000	4,890,828	6,503,000	6,503,000	6,503,000
5 OTHER REVENUE	55,975	170,482	205,546	202,854	50,275	50,275	50,275
FUND TOTAL REVENUES	6,450,270	6,678,376	6,678,546	5,093,682	6,553,275	6,553,275	6,553,275
<u>EXPENDITURE SUMMARY</u>							
<u>O WATER DEPARTMENT</u>							
<u>00 UTILITIES ADMINISTRATION</u>							
1-PERSONNEL	107,708	113,172	175,078	137,115	239,848	239,848	239,848
2-CONTRACTUAL	20,729	65,535	14,472	22,757	17,222	17,222	17,222
3-GENERAL SERVICES	116	306	450	2,447	450	400	400
4-MACHINE & EQUIPMENT MAI	0	0	0	0	4,500	4,500	4,500
TOTAL 00 UTILITIES ADMINISTRATION	128,553	179,012	190,000	162,320	262,020	261,970	261,970
<u>01 WATER PRODUCTION</u>							
1-PERSONNEL	197,659	208,475	211,527	170,632	214,617	214,617	214,617
2-CONTRACTUAL	400,490	428,452	416,011	317,067	416,011	414,511	414,511
3-GENERAL SERVICES	15,956	15,120	18,120	8,208	18,120	15,120	15,120
4-MACHINE & EQUIPMENT MAI	148,322	187,520	127,900	132,909	127,900	127,300	127,300
5-CAPITAL OUTLAY	0	0	43,300	42,058	0	0	0
TOTAL 01 WATER PRODUCTION	762,427	839,567	816,858	670,875	776,648	771,548	771,548
<u>02 WATER DISTRIBUTION</u>							
1-PERSONNEL	328,803	322,130	387,933	213,031	343,522	343,522	343,522
2-CONTRACTUAL	141,115	159,784	248,134	102,810	170,434	153,434	153,434
3-GENERAL SERVICES	42,539	36,198	46,375	31,012	46,375	42,875	42,875
4-MACHINE & EQUIPMENT MAI	118,785	101,440	151,225	89,016	137,500	126,300	126,300
5-CAPITAL OUTLAY	0	0	85,000	72,748	0	0	0
TOTAL 02 WATER DISTRIBUTION	631,242	619,551	918,667	508,617	697,831	666,131	666,131
<u>03 CUSTOMER SERVICE</u>							
1-PERSONNEL	146,201	153,867	161,119	126,004	165,135	165,135	165,135
2-CONTRACTUAL	9,620	6,319	2,816	3,638	4,016	4,016	4,016
3-GENERAL SERVICES	19,156	16,995	19,550	10,568	19,550	18,050	18,050
4-MACHINE & EQUIPMENT MAI	49,783	27,711	17,600	( 169)	17,600	17,250	17,250
TOTAL 03 CUSTOMER SERVICE	224,761	204,892	201,085	140,041	206,301	204,451	204,451
TOTAL O WATER DEPARTMENT	1,746,983	1,843,022	2,126,610	1,481,852	1,942,800	1,904,100	1,904,100



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CITY OF STEPHENVILLE  
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02 -WATER AND WASTEWATER FUND  
DIVISION FINANCIAL SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<b>1 WASTEWATER DEPARTMENT</b> =====							
<u>01 WASTEWATER COLLECTION</u>							
1-PERSONNEL	192,818	198,559	212,371	195,926	254,981	254,981	254,981
2-CONTRACTUAL	4,995	54,323	8,615	7,921	8,915	8,915	8,915
3-GENERAL SERVICES	19,670	27,404	28,000	15,574	28,000	23,000	23,000
4-MACHINE & EQUIPMENT MAI	73,481	31,448	109,500	38,046	109,500	106,400	106,400
5-CAPITAL OUTLAY	0	0	350,000	152,807	0	0	0
TOTAL 01 WASTEWATER COLLECTION	290,963	311,734	708,486	410,274	401,396	393,296	393,296
<u>02 WASTEWATER TREATMENT</u>							
2-CONTRACTUAL	810,068	845,701	881,656	864,731	901,656	896,656	896,656
4-MACHINE & EQUIPMENT MAI	31,119	81,212	112,850	143,612	100,000	100,000	100,000
TOTAL 02 WASTEWATER TREATMENT	841,187	926,913	994,506	1,008,343	1,001,656	996,656	996,656
<b>TOTAL 1 WASTEWATER DEPARTMENT</b> =====	1,132,150	1,238,647	1,702,992	1,418,617	1,403,052	1,389,952	1,389,952
<b>2 BILLING AND COLLECTIONS</b> =====							
<u>01 UTILITY BILLING &amp; COLLECTIO</u>							
1-PERSONNEL	87,776	89,842	98,243	76,760	104,226	104,226	104,226
2-CONTRACTUAL	63,870	67,111	69,074	47,186	69,074	68,874	68,874
3-GENERAL SERVICES	22,684	26,563	24,200	20,447	24,200	23,200	23,200
4-MACHINE & EQUIPMENT MAI	16,783	17,805	18,180	17,336	20,000	20,000	20,000
TOTAL 01 UTILITY BILLING & COLLECT	191,114	201,320	209,697	161,730	217,500	216,300	216,300
<b>TOTAL 2 BILLING AND COLLECTIONS</b> =====	191,114	201,320	209,697	161,730	217,500	216,300	216,300
<b>9 NON DEPARTMENTAL</b> =====							
<u>01 NON DEPARTMENTAL</u>							
5-CAPITAL OUTLAY	1,323,634	1,374,319	0	0	0	0	0
6-BANK CHARGES	45	6,490	0	0	0	0	0
7-DEBT SERVICE	460,991	398,609	2,249,251	2,049,929	2,239,990	2,239,990	2,239,990
8-NOT USED	331,717	(1,304,020)	453,825	352,743	513,870	513,870	513,870
TOTAL 01 NON DEPARTMENTAL	2,116,387	475,398	2,703,076	2,402,672	2,753,860	2,753,860	2,753,860
<b>TOTAL 9 NON DEPARTMENTAL</b> =====	2,116,387	475,398	2,703,076	2,402,672	2,753,860	2,753,860	2,753,860
<b>FUND TOTAL EXPENDITURES</b> =====	5,186,634	3,758,387	6,742,375	5,464,871	6,317,212	6,264,212	6,264,212
<b>REVENUES OVER/(UNDER) EXPENDITURES</b> =====	1,263,636	2,919,989	( 63,829)	( 371,189)	236,063	289,063	289,063

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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02 -WATER AND WASTEWATER FUND  
ARY

			(----- 2014-2015 -----)	(----- 2015-2016 -----)			
REVENUES	2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<b>4 SERVICE CHARGES</b>							
4451 WATER SALES	3,590,583	3,698,805	3,800,000	2,629,120	3,800,000	3,800,000	3,800,000
4452 WASTEWATER CHARGES	2,575,384	2,590,482	2,500,000	2,058,462	2,500,000	2,500,000	2,500,000
4453 PENALTY BILLING	110,402	100,566	90,000	74,666	100,000	100,000	100,000
4454 TRANSFER CHARGES	4,980	4,360	4,000	4,000	4,000	4,000	4,000
4455 CONNECTION CHARGES	35,410	35,040	31,000	26,868	31,000	31,000	31,000
4456 SERVICE CHARGES	12,697	17,560	10,000	15,931	10,000	10,000	10,000
4457 BILLING ADJUSTMENTS ( 3,624) (		57,617) (	15,000) (	17,374) (	25,000) (	25,000) (	25,000) (
4458 DELINQUENT CHARGES	36,760	50,220	30,000	43,890	40,000	40,000	40,000
4459 PRO-RATA/MISCELLANEOUS	14,041	45,753	10,000	10,649	20,000	20,000	20,000
4460 STREET CUTS & RESTORATION	904	10,003	5,000	11,010	10,000	10,000	10,000
4461 WATER TAPS	13,632	11,361	5,000	27,246	10,000	10,000	10,000
4462 SEWER TAPS	3,675	300	2,000	5,500	2,000	2,000	2,000
4465 PERMITS	1,260	1,060	1,000	860	1,000	1,000	1,000
TOTAL 4 SERVICE CHARGES	6,394,295	6,507,894	6,473,000	4,890,828	6,503,000	6,503,000	6,503,000
<b>5 OTHER REVENUE</b>							
4501 INTEREST ON INVESTMENTS	2,898	1,236	5,000	1,217	3,000	3,000	3,000
4501.000A INTEREST ON CHECKING ACCOU	883	2,325	500	1,941	500	500	500
4520 INSURANCE PROCEEDS	13,899	0	0	2,000	0	0	0
4520.000H INSURANCE PROCEEDS-HAIL DA	0	0	0	2,852	0	0	0
4535 LEASES	772	7,207	7,200	6,432	7,200	7,200	7,200
4540 INSUFFICIENT CHECK CHARGES	0	0	0	30	0	0	0
4541 MISCELLANEOUS	9,052	127,534	500	551	500	500	500
4545 OVER - SHORT	7	40	0 (	27)	0	0	0
4590 ADMINISTRATIVE FEE	10,536	10,536	10,530	8,780	19,075	19,075	19,075
4591 GRANT PROCEEDS	0	0	162,316	159,131	0	0	0
4595 CREDIT CARD FEES	11,033	12,635	12,000	11,292	12,000	12,000	12,000
4596 WEB CREDIT CARD FEES	6,895	8,970	7,500	8,656	8,000	8,000	8,000
TOTAL 5 OTHER REVENUE	55,975	170,482	205,546	202,854	50,275	50,275	50,275
<b>FUND TOTAL REVENUES</b>	<b>6,450,270</b>	<b>6,678,376</b>	<b>6,678,546</b>	<b>5,093,682</b>	<b>6,553,275</b>	<b>6,553,275</b>	<b>6,553,275</b>

# Utility Administration

Utility Fund

Administrative Services

Division 60

## Program Description

The Utilities Administration Department directs and coordinates the activities of the water, wastewater and landfill services of the City of Stephenville. Planning, research, hiring, discipline, training, budgeting and personnel functions are conducted by administration.

<b><u>Program Personnel</u></b>			
<b>Title</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>
Utilities Director	1	1	1
Administrative Assistant	0	1	1
Planning/GIS Tech	0	0	1
	1	2	3

## **Performance Objectives**

- Develop and maintain quality utility programs and innovative services that are administered in a friendly, helpful manner.
- Respond to customer requests and issues quickly and fairly, with the intention of satisfying each customer.
- Increase the public awareness of utility issues and topics through proactive communication with citizens.
- Deliver superior utility services to the citizens of Stephenville.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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02 -WATER AND WASTEWATER FUND  
DIVISION - O WATER DEPARTMENT

	2012-2013	2013-2014	(----- 2014-2015 -----)	(----- 2015-2016 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
00 UTILITIES ADMINISTRATION							
=====							
<u>1-PERSONNEL</u>							
5000-111 SALARIES	80,633	85,640	126,714	98,322	176,923	176,923	176,923
5000-121 RETIREMENT	12,850	12,799	18,811	15,041	26,127	26,127	26,127
5000-122 SOCIAL SECURITY	6,134	6,333	9,694	7,914	13,810	13,810	13,810
5000-123 WORKER'S COMPENSATION	1,727	1,977	3,066	2,456	636	636	636
5000-125 GROUP INSURANCE	6,364	6,423	13,193	10,382	18,752	18,752	18,752
5000-126 CAR ALLOWANCE	0	0	3,600	3,000	3,600	3,600	3,600
TOTAL 1-PERSONNEL	107,708	113,172	175,078	137,115	239,848	239,848	239,848
<u>2-CONTRACTUAL</u>							
5000-211 POSTAGE	64	42	100	43	100	100	100
5000-212 COMMUNICATIONS	738	632	700	505	750	750	750
5000-214 ADVERTISING	458	37	0	0	0	0	0
5000-215 TRAINING & EDUCATION	1,083	3,774	3,000	2,563	5,700	5,700	5,700
5000-224 INSURANCE	144	145	172	150	172	172	172
5000-252 DUES & SUBSCRIPTION	615	501	500	316	500	500	500
5000-253 OUTSIDE PROFESSIONAL	17,626	60,405	10,000	19,182	10,000	10,000	10,000
TOTAL 2-CONTRACTUAL	20,729	65,535	14,472	22,757	17,222	17,222	17,222
<u>3-GENERAL SERVICES</u>							
5000-313 BOOKS & EDUCATIONAL MATERI	0	0	50	0	50	0	0
5000-314 OFFICE SUPPLIES	20	35	100	124	100	100	100
5000-333 COMPUTER SUPPLIES	96	270	300	2,323	300	300	300
TOTAL 3-GENERAL SERVICES	116	306	450	2,447	450	400	400
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5000-413 OFFICE EQUIPMENT MAINTENAN	0	0	0	0	4,500	4,500	4,500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	0	0	0	0	4,500	4,500	4,500
TOTAL 00 UTILITIES ADMINISTRATION	128,553	179,012	190,000	162,320	262,020	261,970	261,970

# Water Production

Utility Fund

Water Operations Division 50

Department 01

## Program Description

The Water Production Division is primarily responsible for producing safe and acceptable water in accordance with State and Federal health standards.

The water production activity is responsible for operating and maintaining water wells, storage tanks, instrumentation and the pumping of potable water to the residents of the City of Stephenville.

### Program Personnel

Title	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
Water Plant Supervisor	1	1	1
Plant Operators	<u>2</u>	<u>2</u>	<u>2</u>
	<u>3</u>	<u>3</u>	<u>3</u>

### Performance Objectives

- Provide a safe drinking source for the Stephenville community.
- Stay abreast of the changing regulations to meet the new drinking standards.
- Continually upgrade the existing facilities to meet regulatory requirements, maintain quality service and meet the community's water-use needs.
- Operate facilities in a cost efficient manner to minimize water rate increases.

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CITY OF STEPHENVILLE  
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02 -WATER AND WASTEWATER FUND  
DIVISION - O WATER DEPARTMENT

	2012-2013	2013-2014	(----- 2014-2015 -----) (----- 2015-2016 -----)				
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
01 WATER PRODUCTION							
=====							
1-PERSONNEL							
5001-111 SALARIES	124,871	131,521	135,759	105,787	137,447	137,447	137,447
5001-112 OVERTIME	12,069	12,073	12,000	11,042	12,000	12,000	12,000
5001-114 ON-CALL PAY	3,510	5,050	3,440	3,890	3,440	3,440	3,440
5001-115 INCENTIVE PAY	2,376	2,414	2,160	1,968	2,520	2,520	2,520
5001-121 RETIREMENT	22,552	22,948	22,766	18,228	22,492	22,492	22,492
5001-122 SOCIAL SECURITY	10,590	11,153	11,732	9,637	11,889	11,889	11,889
5001-123 WORKER'S COMPENSATION	2,869	3,636	3,880	3,832	6,077	6,077	6,077
5001-125 GROUP INSURANCE	18,822	19,681	19,790	16,249	18,752	18,752	18,752
TOTAL 1-PERSONNEL	197,659	208,475	211,527	170,632	214,617	214,617	214,617
2-CONTRACTUAL							
5001-211 POSTAGE	157	417	100	95	100	100	100
5001-212 COMMUNICATIONS	3,195	3,937	3,800	3,241	3,800	3,800	3,800
5001-215 TRAINING & EDUCATION	1,996	1,015	3,000	544	3,000	1,500	1,500
5001-224 INSURANCE	9,486	9,379	10,161	10,094	10,161	10,161	10,161
5001-251 UTILITIES	197,763	237,924	210,000	121,934	210,000	210,000	210,000
5001-252 DUES & SUBSCRIPTIONS	360	360	700	360	700	700	700
5001-254 SPECIAL SERVICES-ULRMWD	165,194	152,004	168,000	161,492	168,000	168,000	168,000
5001-255.000H HAIL DAMAGE CLAIMS	0	0	0	226	0	0	0
5001-258 STATE FEES	21,407	22,504	20,000	18,441	20,000	20,000	20,000
5001-260 PEST AND GERM CONTROL	932	912	250	639	250	250	250
TOTAL 2-CONTRACTUAL	400,490	428,452	416,011	317,067	416,011	414,511	414,511
3-GENERAL SERVICES							
5001-314 OFFICE SUPPLIES	20	479	20	92	20	20	20
5001-316 WEARING APPAREL	1,800	1,249	1,800	1,222	1,800	1,800	1,800
5001-318 SMALL TOOLS	303	145	300	50	300	300	300
5001-323 GAS & OIL	13,084	11,059	15,500	6,204	15,500	12,500	12,500
5001-332 OTHER SUPPLIES	750	2,188	500	640	500	500	500
TOTAL 3-GENERAL SERVICES	15,956	15,120	18,120	8,208	18,120	15,120	15,120
4-MACHINE & EQUIPMENT MAINTENA							
5001-411 VEHICLE MAINTENANCE	0	25	100	3	100	0	0
5001-411.0073 2005 CHEVY MID-SIZE PICKUP	0	0	500	0	500	250	250
5001-411.0085 2005 CHEVY MID-SIZE PICK-U	0	0	500	0	500	250	250
5001-411.0133 2008 CHEVY COLORADO PICK U	670	131	500	0	500	500	500
5001-411.0137 2012 FORD F-150 PICK UP	189	153	0	642	0	0	0
5001-411.0138 2012 FORD F-150 PICK UP	215	171	0	56	0	0	0
5001-411.0330 2014 FORD F-150 1/2 TON	0	120	0	231	0	0	0
5001-412.0087 '98 CASE TRACTOR	139	438	300	1,326	300	300	300
5001-414 OTHER EQUIPMENT MAINTENANC	3,586	1,141	1,000	2,095	1,000	1,000	1,000
5001-423 WATER FACILITY MAINTENANCE	143,522	185,341	125,000	128,556	125,000	125,000	125,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	148,322	187,520	127,900	132,909	127,900	127,300	127,300
5-CAPITAL OUTLAY							
5001-512 MACHINERY & EQUIPMENT	0	0	12,000	11,408	0	0	0
5001-514 OTHER EQUIPMENT	0	0	31,300	30,650	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	43,300	42,058	0	0	0
=====							
TOTAL 01 WATER PRODUCTION	762,427	839,567	816,858	670,875	776,648	771,548	771,548

# Water Distribution

Utility Fund

Water Operations Division 50

Department 02

## Program Description

Water Distribution is responsible for routine inspection of water distribution lines; installation of water taps and meters; rehabilitation and replacement of damaged or inefficient water lines; meters; fire hydrants and valves. The Department takes routine water samples to test the safety and efficiency of the system. The Department will continue to maintain water system lines and equipment as well as continue to recognize, follow and meet all Environmental Protection Agency and Safe Drinking Water Act regulations.

### Program Personnel

Title	2013-2014	2014-2015	2015-2016
Crew Leader	2	2	2
Heavy Equipment Operator	1	1	1
Light Equipment Operator	2	2	2
Laborer II	1	1	1
	<u>6</u>	<u>6</u>	<u>6</u>

### Performance Objectives

- Ensure safe, efficient delivery of water to the Stephenville community.
- Maintain highest standard of water quality, meeting EPA and TCEQ standards.
- Minimize system losses due to aged infrastructure.
- Enhance customer service through efficient service.
- Maintain the City's fire hydrants through installation of new hydrants and repair and replacement of existing ones.

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02 -WATER AND WASTEWATER FUND  
DIVISION - O WATER DEPARTMENT

EXPENDITURES	2012-2013	2013-2014	(----- 2014-2015 -----)		(----- 2015-2016 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>02 WATER DISTRIBUTION</u>							
=====							
<u>1-PERSONNEL</u>							
5002-111 SALARIES	217,293	215,479	258,209	142,684	227,925	227,925	227,925
5002-112 OVERTIME	7,201	5,790	9,500	3,511	9,500	9,500	9,500
5002-114 ON CALL PAY	4,320	3,250	3,480	1,430	3,480	3,480	3,480
5002-115 INCENTIVE PAY	2,773	2,891	2,880	2,249	2,880	2,880	2,880
5002-121 RETIREMENT	36,972	34,767	40,686	22,351	35,283	35,283	35,283
5002-122 SOCIAL SECURITY	17,414	17,043	20,966	11,727	18,650	18,650	18,650
5002-123 WORKER'S COMPENSATION	3,682	4,928	6,036	5,896	8,299	8,299	8,299
5002-125 GROUP INSURANCE	39,147	37,981	46,176	23,183	37,505	37,505	37,505
TOTAL 1-PERSONNEL	328,803	322,130	387,933	213,031	343,522	343,522	343,522
<u>2-CONTRACTUAL</u>							
5002-211 POSTAGE	49	181	150	16	150	150	150
5002-212 COMMUNICATIONS	1,207	1,488	1,400	1,175	1,700	1,700	1,700
5002-215 TRAINING & EDUCATION	2,084	2,273	2,000	1,060	2,000	2,000	2,000
5002-224 INSURANCE	2,929	3,988	3,764	3,653	3,764	3,764	3,764
5002-231 RENTAL	200	0	100	324	100	100	100
5002-251 UTILITIES	126,187	135,151	150,000	88,797	150,000	135,000	135,000
5002-252 DUES & SUBSCRIPTIONS	720	600	720	480	720	720	720
5002-253 OUTSIDE PROFESSIONALS	7,740	12,602	90,000	6,841	12,000	10,000	10,000
5002-255 DAMAGE CLAIMS	0	3,500	0	22	0	0	0
5002-255.000H HAIL DAMAGE CLAIMS	0	0	0	443	0	0	0
TOTAL 2-CONTRACTUAL	141,115	159,784	248,134	102,810	170,434	153,434	153,434
<u>3-GENERAL SERVICES</u>							
5002-312 CHEMICALS	17,479	15,518	20,000	18,505	20,000	20,000	20,000
5002-314 OFFICE SUPPLIES	140	167	100	21	100	100	100
5002-316 WEARING APPAREL	3,775	2,795	3,775	1,687	3,775	3,775	3,775
5002-318 SMALL TOOLS	988	4,967	2,500	768	2,500	1,500	1,500
5002-323 GAS & OIL	16,655	11,147	17,500	8,164	17,500	15,000	15,000
5002-332 OTHER SUPPLIES	3,502	1,604	2,500	1,868	2,500	2,500	2,500
TOTAL 3-GENERAL SERVICES	42,539	36,198	46,375	31,012	46,375	42,875	42,875
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5002-411 VEHICLE MAINTENANCE	28	0	300	0	300	100	100
5002-411.0080 '73 CHEVY 1-TON #80	34	15	500	15	500	500	500
5002-411.0084 '01 DODGE 1/2 TON #84	523	0	0	0	0	0	0
5002-411.0086 '03 CHEVY DUMP TRUCK	2,797	464	1,500	244	1,500	1,500	1,500
5002-411.0088 2005 FORD 3/4 TON - UNIT#8	1,493	446	500	0	500	500	500
5002-411.0131 2007 GMC SIERRA 2500 TRUCK	499	0	0	0	0	0	0
5002-411.0139 2013 DODGE RAM 1500 1/2 TO	405	158	500	111	500	500	500
5002-411.0230 2013 FORD F-250 3/4 TON	99	330	500	650	500	500	500
5002-411.0331 2014 FORD F-250 3/4 TON TR	0	120	0	96	0	0	0
5002-412 MACHINERY MAINTENANCE	1,197	2,001	2,000	1,025	2,000	2,000	2,000
5002-412.0089 AIR COMPRESSOR 99 INGLESOR	34	116	200	0	200	200	200
5002-412.0580 2003 CASE BACKHOE	1,401	1,974	3,500	0	3,500	2,500	2,500
5002-414 GENERATOR MAINTENANCE	2,322	3,420	3,000	3,935	3,000	3,000	3,000
5002-423 WATER FACILITY MAINTENANCE	107,953	92,396	138,725	82,939	125,000	115,000	115,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	118,785	101,440	151,225	89,016	137,500	126,300	126,300
<u>5-CAPITAL OUTLAY</u>							
5002-511 VEHICLES	0	0	85,000	72,748	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	85,000	72,748	0	0	0
<hr/>							
TOTAL 02 WATER DISTRIBUTION	631,242	619,551	918,667	508,617	697,831	666,131	666,131



# Customer Service

Utility Fund

Water Operations Division 50

Department 03

## Program Description

The Customer Service Division is responsible for the accurate reading of all water meters within the service area. Plans and coordinates with utility billing and collections department. This office also handles connections and disconnections of service.

It is also responsible for field service and some water meter repairs. They provide back-up for water/wastewater personnel for utility problems.

<b><u>Program Personnel</u></b>			
<b>Title</b>	<b><u>2013-2014</u></b>	<b><u>2014-2015</u></b>	<b><u>2015-2016</u></b>
Customer Service Supervisor	1	1	1
Crew Leader	0	0	0
Light Equipment Operator	1	1	1
Meter Reader	1	1	1
	<u>3</u>	<u>3</u>	<u>3</u>

## **Performance Objectives**

- Accurately read all water meters each month.
- Deliver services to customers in a timely manner.
- Maintain the water meter replacement program.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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02 -WATER AND WASTEWATER FUND  
DIVISION - O WATER DEPARTMENT

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<u>03 CUSTOMER SERVICE</u>							
<u>1-PERSONNEL</u>							
5003-111 SALARIES	98,965	103,525	107,258	84,614	110,534	110,534	110,534
5003-112 OVERTIME	1,840	3,962	5,000	2,537	5,000	5,000	5,000
5003-115 INCENTIVE PAY	1,084	1,084	1,080	843	1,080	1,080	1,080
5003-121 RETIREMENT	16,270	16,434	16,825	13,067	16,878	16,878	16,878
5003-122 SOCIAL SECURITY	7,461	7,658	8,670	6,762	8,921	8,921	8,921
5003-123 WORKER'S COMPENSATION	2,075	2,276	2,496	2,477	3,970	3,970	3,970
5003-125 GROUP INSURANCE	18,506	18,927	19,790	15,704	18,752	18,752	18,752
TOTAL 1-PERSONNEL	146,201	153,867	161,119	126,004	165,135	165,135	165,135
<u>2-CONTRACTUAL</u>							
5003-211 POSTAGE	52	0	75	0	75	75	75
5003-212 COMMUNICATIONS	689	891	830	1,193	2,030	2,030	2,030
5003-213 PRINTING	180	266	150	102	150	150	150
5003-215 TRAINING & EDUCATION	542	1,792	500	534	500	500	500
5003-224 INSURANCE	611	686	1,011	944	1,011	1,011	1,011
5003-252 DUES & SUBSCRIPTIONS	360	360	250	360	250	250	250
5003-255 DAMAGE CLAIMS	7,187	2,325	0	505	0	0	0
TOTAL 2-CONTRACTUAL	9,620	6,319	2,816	3,638	4,016	4,016	4,016
<u>3-GENERAL SERVICES</u>							
5003-313 BOOKS & EDUCATIONAL MATERI	0	0	100	0	100	100	100
5003-316 WEARING APPAREL	1,250	1,450	1,500	1,049	1,500	1,500	1,500
5003-318 SMALL TOOLS	219	153	150	111	150	150	150
5003-323 GAS & OIL	17,456	14,692	17,500	9,234	17,500	16,000	16,000
5003-332 OTHER SUPPLIES	231	700	300	174	300	300	300
TOTAL 3-GENERAL SERVICES	19,156	16,995	19,550	10,568	19,550	18,050	18,050
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5003-411 VEHICLE MAINTENANCE	0	0	100	0	100	0	0
5003-411.0130 2006 CHEVROLET PICK UP	79	108	500	1,676	500	500	500
5003-411.0132 2008 FORD F150 PICKUP	184	567	500	347	500	500	500
5003-411.0134 2009 FORD F-150 1/2 TON PI	602	973	500	406	500	500	500
5003-412.0002 2011 JOHN DEERE GATOR	27	441	500	85	500	500	500
5003-414 OTHER EQUIPMENT MAINTENANC	0	36	500	0	500	250	250
5003-423 METER MAINTENANCE	48,890	25,587	15,000	(2,683)	15,000	15,000	15,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	49,783	27,711	17,600	(169)	17,600	17,250	17,250
<u>5-CAPITAL OUTLAY</u>							
TOTAL 03 CUSTOMER SERVICE	224,761	204,892	201,085	140,041	206,301	204,451	204,451
TOTAL O WATER DEPARTMENT	1,746,983	1,843,022	2,126,610	1,481,852	1,942,800	1,904,100	1,904,100

# Wastewater Collection

Utility Fund

Wastewater Services Division 51

Department 01

## Program Description

The Wastewater Collection Department maintains and rehabilitates the wastewater collection system, through routine inspections of system facilities and restoration of broke or collapsed mains. The Department provides maintenance services, including the installation of wastewater taps; the clearing, jet cleaning and camera inspection of lines.

### Program Personnel

Title	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
WW/WWtr Superintendent	1	1	1
Crew Leader	1	1	1
Heavy Equipment Operator	1	1	1
Light Equipment Operator	<u>2</u>	<u>2</u>	<u>2</u>
	<u>5</u>	<u>5</u>	<u>5</u>

### Performance Objectives

- Maintain all public wastewater collection system lines in free-flowing condition to protect the health and environment.
- Respond quickly and efficiently to customer requests regarding the collection system.

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CITY OF STEPHENVILLE  
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02 -WATER AND WASTEWATER FUND  
DIVISION - 1 WASTEWATER DEPARTMENT

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<b>EXPENDITURES</b>							
<b>01 WASTEWATER COLLECTION</b>							
<b>1-PERSONNEL</b>							
5101-111 SALARIES	122,371	128,998	137,868	124,263	166,590	166,590	166,590
5101-112 OVERTIME	7,100	5,179	6,000	7,333	6,000	6,000	6,000
5101-114 ON-CALL PAY	2,610	2,140	3,480	2,700	3,480	3,480	3,480
5101-115 INCENTIVE PAY	2,184	1,929	1,800	1,572	2,160	2,160	2,160
5101-121 RETIREMENT	21,290	21,429	22,141	20,161	25,795	25,795	25,795
5101-122 SOCIAL SECURITY	10,103	10,602	11,410	10,493	13,635	13,635	13,635
5101-123 WORKER'S COMPENSATION	3,957	3,667	3,285	3,319	6,067	6,067	6,067
5101-125 GROUP INSURANCE	23,202	24,614	26,387	26,086	31,254	31,254	31,254
TOTAL 1-PERSONNEL	192,818	198,559	212,371	195,926	254,981	254,981	254,981
<b>2-CONTRACTUAL</b>							
5101-212 COMMUNICATIONS	1,238	1,621	1,500	1,139	1,800	1,800	1,800
5101-215 TRAINING & EDUCATION	1,616	1,432	2,000	1,920	2,000	2,000	2,000
5101-224 INSURANCE	1,223	3,337	3,715	3,581	3,715	3,715	3,715
5101-231 RENTAL	300	300	300	519	300	300	300
5101-251 UTILITIES	138	138	500	163	500	500	500
5101-252 DUES SUBSCRIPTIONS	480	360	600	600	600	600	600
5101-253 OUTSIDE PROFESSIONALS	0	47,135	0	0	0	0	0
TOTAL 2-CONTRACTUAL	4,995	54,323	8,615	7,921	8,915	8,915	8,915
<b>3-GENERAL SERVICES</b>							
5101-316 WEARING APPAREL	2,282	2,674	2,000	2,625	2,000	2,000	2,000
5101-318 SMALL TOOLS	412	305	500	94	500	500	500
5101-323 GAS & OIL	16,202	23,070	25,000	12,386	25,000	20,000	20,000
5101-332 OTHER SUPPLIES	775	1,355	500	468	500	500	500
TOTAL 3-GENERAL SERVICES	19,670	27,404	28,000	15,574	28,000	23,000	23,000
<b>4-MACHINE &amp; EQUIPMENT MAINTENA</b>							
5101-411 VEHICLE MAINTENANCE	0	0	100	0	100	0	0
5101-411.0135 2009 FORD RANGER PICKUP	238	87	500	55	500	500	500
5101-411.0136 2010 FORD F 350 1 TON	295	96	500	44	500	250	250
5101-411.0230 2013 CHEVY DUMPTRUCK	0	0	1,000	0	1,000	500	500
5101-411.0233 2015 FORD F-750 DUMP TRUCK	0	121	0	7	0	0	0
5101-412 MACHINERY MAINTENANCE	0	0	100	0	100	0	0
5101-412.0081 H V SEWER MACHINE 2000 VO	0	0	2,000	0	2,000	1,000	1,000
5101-412.0085 1995 TRAILER HVSM	0	0	500	0	500	250	250
5101-412.0231 2011 JOHN DEERE BACKHOE	650	308	0	300	0	0	0
5101-412.0232 2012 FREIGHTLINER/VACCON T	1,600	3,774	2,500	3,336	2,500	2,500	2,500
5101-412.0590 '96 590 CASE BACKHOE/LOADE	0	0	1,000	0	1,000	500	500
5101-414 OTHER EQUIPMENT MAINTENANC	684	266	800	61	800	400	400
5101-424 SEWER FACILITY MAINTENANCE	69,132	26,723	100,000	17,710	100,000	100,000	100,000
5101-424.000B LIFT STATION MAINTENANCE	881	74	500	16,533	500	500	500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	73,481	31,448	109,500	38,046	109,500	106,400	106,400
<b>5-CAPITAL OUTLAY</b>							
5101-527 WATER&SEWER LINE REPLACEME	0	0	350,000	152,807	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	350,000	152,807	0	0	0
TOTAL 01 WASTEWATER COLLECTION	290,963	311,734	708,486	410,274	401,396	393,296	393,296

# Wastewater Treatment

Utility Fund

Wastewater Services Division 51

Department 02

## Program Description

The purpose of function of the Wastewater Treatment division is to receive and treat the spent water from a community, containing the wastes from domestic, industrial or commercial use and the surface water runoff and groundwater which may enter the system through infiltration.

The Stephenville Wastewater Treatment Plant is an activated sludge process. The activated sludge process is an aerobic biological process in which microorganisms grow by using oxidizable material in the wastewater as food. The microorganisms are recycled to the treatment plant in order to increase the rate of reaction.

The City contracts with OMI to provide this service.

### Performance Objectives

- Maintain compliance with State and Federal requirements for operation and maintenance of the Wastewater Treatment Plant in order to protect the health and wellbeing of the citizens of Stephenville, Erath County and the State of Texas.
- Operate the facilities in the most cost efficient manner possible while maintaining effluent quality.
- Provide treatment of wastewater collected to meet permit requirements.

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CITY OF STEPHENVILLE  
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02 -WATER AND WASTEWATER FUND  
DIVISION - 1 WASTEWATER DEPARTMENT

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<u>02 WASTEWATER TREATMENT</u>							
=====							
<u>2-CONTRACTUAL</u>							
5102-224 INSURANCE	5,133	4,511	4,656	4,656	4,656	4,656	4,656
5102-251 UTILITIES	105,827	113,094	125,000	84,605	125,000	120,000	120,000
5102-254 SPECIAL SERVICES	0	55	0	0	20,000	20,000	20,000
5102-258 STATE FEES	20,323	21,029	22,000	31,620	22,000	22,000	22,000
5102-261 CONTRACTUAL SERVICES-OMI	678,784	707,011	730,000	743,850	730,000	730,000	730,000
TOTAL 2-CONTRACTUAL	810,068	845,701	881,656	864,731	901,656	896,656	896,656
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5102-412.0230 2009 SKID STEER LOADER	0	0	0	1,383	0	0	0
5102-424 SEWER FACILITY MAINTENANCE	31,119	81,212	112,850	142,230	100,000	100,000	100,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	31,119	81,212	112,850	143,612	100,000	100,000	100,000
<u>5-CAPITAL OUTLAY</u>							
=====							
TOTAL 02 WASTEWATER TREATMENT	841,187	926,913	994,506	1,008,343	1,001,656	996,656	996,656
=====							
TOTAL 1 WASTEWATER DEPARTMENT	1,132,150	1,238,647	1,702,992	1,418,617	1,403,052	1,389,952	1,389,952
=====							

# Utility Billing & Collections

Utility Fund

Billing & Collections Division 52

Department 01

## Program Description

The Utility Billing and Collections Department bills and collects for all City utility services as well as handling new development services creations; utility service requests; bad debt and non-payment issues; customer assistance with conservation and utility programs; payment options and arrangements; maintenance of City utility account records; and billing inquiries.

### Program Personnel

Title	2013-2014	2014-2015	2015-2016
Utility Billing Clerks	2	2	2
	2	2	2

### Performance Objectives

- Process payments and cash receipts and make deposits in a timely manner.
- Prepare and mail correct, concise utility bills to all customers in a timely manner.
- Provide good, prompt personal, face-to-face and phone assistance to citizens.

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CITY OF STEPHENVILLE  
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02 -WATER AND WASTEWATER FUND  
DIVISION - 2 BILLING AND COLLECTIONS

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<b>EXPENDITURES</b>							
<b>01 UTILITY BILLING &amp; COLLECTIO</b>							
=====							
<b>1-PERSONNEL</b>							
5201-111 SALARIES	61,059	62,936	69,303	54,060	74,893	74,893	74,893
5201-121 RETIREMENT	9,708	9,627	10,288	8,028	10,839	10,839	10,839
5201-122 SOCIAL SECURITY	4,165	4,297	5,302	3,870	5,729	5,729	5,729
5201-123 WORKER'S COMPENSATION	116	134	157	151	263	263	263
5201-125 GROUP INSURANCE	12,728	12,847	13,193	10,651	12,502	12,502	12,502
TOTAL 1-PERSONNEL	87,776	89,842	98,243	76,760	104,226	104,226	104,226
<b>2-CONTRACTUAL</b>							
5201-211 POSTAGE	32,224	33,292	32,000	24,352	32,000	32,000	32,000
5201-212 COMMUNICATIONS	11	12	30	10	30	30	30
5201-213 PRINTING	233	309	500	398	500	500	500
5201-215 TRAINING & EDUCATION	0	0	200	0	200	0	0
5201-224 INSURANCE	289	291	344	299	344	344	344
5201-253 OUTSIDE PROFESSIONALS	15,600	15,398	16,000	15,675	16,000	16,000	16,000
5201-254 SPECIAL SERVICES	15,514	17,809	20,000	6,451	20,000	20,000	20,000
TOTAL 2-CONTRACTUAL	63,870	67,111	69,074	47,186	69,074	68,874	68,874
<b>3-GENERAL SERVICES</b>							
5201-314 OFFICE SUPPLIES	40	51	700	( 449)	700	200	200
5201-332 OPERATING SUPPLIES	308	722	0	0	0	0	0
5201-333 COMPUTER SUPPLIES	0	393	1,000	0	1,000	500	500
5201-334 CREDIT CARD CHARGES	7,864	10,354	7,500	7,511	7,500	7,500	7,500
5201-335 WEB CREDIT CARD FEES	14,472	15,042	15,000	13,385	15,000	15,000	15,000
TOTAL 3-GENERAL SERVICES	22,684	26,563	24,200	20,447	24,200	23,200	23,200
<b>4-MACHINE &amp; EQUIPMENT MAINTENA</b>							
5201-413 OFFICE (COMPUTER) MAINTENA	16,783	17,805	18,180	17,336	20,000	20,000	20,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	16,783	17,805	18,180	17,336	20,000	20,000	20,000
=====							
TOTAL 01 UTILITY BILLING & COLLECTIO	191,114	201,320	209,697	161,730	217,500	216,300	216,300
=====							
TOTAL 2 BILLING AND COLLECTIONS	191,114	201,320	209,697	161,730	217,500	216,300	216,300
=====							



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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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02 -WATER AND WASTEWATER FUND  
DIVISION - 9 NON DEPARTMENTAL

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----)	(----- 2015-2016 -----)			
EXPENDITURES			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>01 NON DEPARTMENTAL</u>							
=====							
<u>5-CAPITAL OUTLAY</u>							
5901-500 DEPRECIATION	1,320,959	1,374,319	0	0	0	0	0
5901-550 GAIN ON SALE OF ASSETS	2,675	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	1,323,634	1,374,319	0	0	0	0	0
<u>6-BANK CHARGES</u>							
5901-610 BANK CHARGES	45	6,490	0	0	0	0	0
TOTAL 6-BANK CHARGES	45	6,490	0	0	0	0	0
<u>7-DEBT SERVICE</u>							
5901-730 2001 BOND INTEREST	161,568	119,231	97,997	97,870	50,261	50,261	50,261
5901-731 2013 BOND INTEREST	0	7,211	41,044	28,843	24,154	24,154	24,154
5901-740 2014 CAPITAL LEASE INTERES	0	0	88,520	51,550	69,566	69,566	69,566
5901-741 2004 BOND INTEREST	194,658	230,381	73,490	44,989	54,621	54,621	54,621
5901-742 2003A BOND INTEREST	7,948	0	0	0	0	0	0
5901-744 2003B BOND INTEREST	36,516	26,329	10,200	5,300	9,450	9,450	9,450
5901-745 BOND AMORTIZATION	38,298	0	0	0	0	0	0
5901-750 BOND PRINCIPAL	( 5,477)	0	1,924,616	1,812,518	2,027,414	2,027,414	2,027,414
5901-755 2006 BOND INTEREST	27,479	15,458	13,384	8,860	4,524	4,524	4,524
TOTAL 7-DEBT SERVICE	460,991	398,609	2,249,251	2,049,929	2,239,990	2,239,990	2,239,990
<u>8-NOT USED</u>							
5901-800 GROSS RECEIPTS TAX-TO GENE	255,349	255,044	245,000	178,723	255,000	255,000	255,000
5901-801 ADMIN. FEE-TRANSFER TO GEN	208,824	208,824	208,825	174,020	258,870	258,870	258,870
5901-802 TRANSFER-CAPITAL PROJECTS	132,456	( 1,767,888)	0	0	0	0	0
TOTAL 8-NOT USED	331,717	( 1,304,020)	453,825	352,743	513,870	513,870	513,870
=====							
TOTAL 01 NON DEPARTMENTAL	2,116,387	475,398	2,703,076	2,402,672	2,753,860	2,753,860	2,753,860
=====							
TOTAL 9 NON DEPARTMENTAL	2,116,387	475,398	2,703,076	2,402,672	2,753,860	2,753,860	2,753,860
=====							
FUND TOTAL EXPENDITURES	5,186,634	3,758,387	6,742,375	5,464,871	6,317,212	6,264,212	6,264,212
=====							
REVENUES OVER/(UNDER) EXPENDITURES	1,263,636	2,919,989	( 63,829)	( 371,189)	236,063	289,063	289,063
=====							





# **SANITARY LANDFILL FUND**

# Sanitary Landfill Fund

The Sanitary Landfill Fund is a Special Revenue Fund which derives its revenue from fees for the disposal of solid waste at the Stephenville Municipal Landfill.

The City of Stephenville Landfill is a Type IV landfill, which is permitted to accept only brush and/or construction demolition waste and rubbish (trash) that are free of putrescible and household wastes.

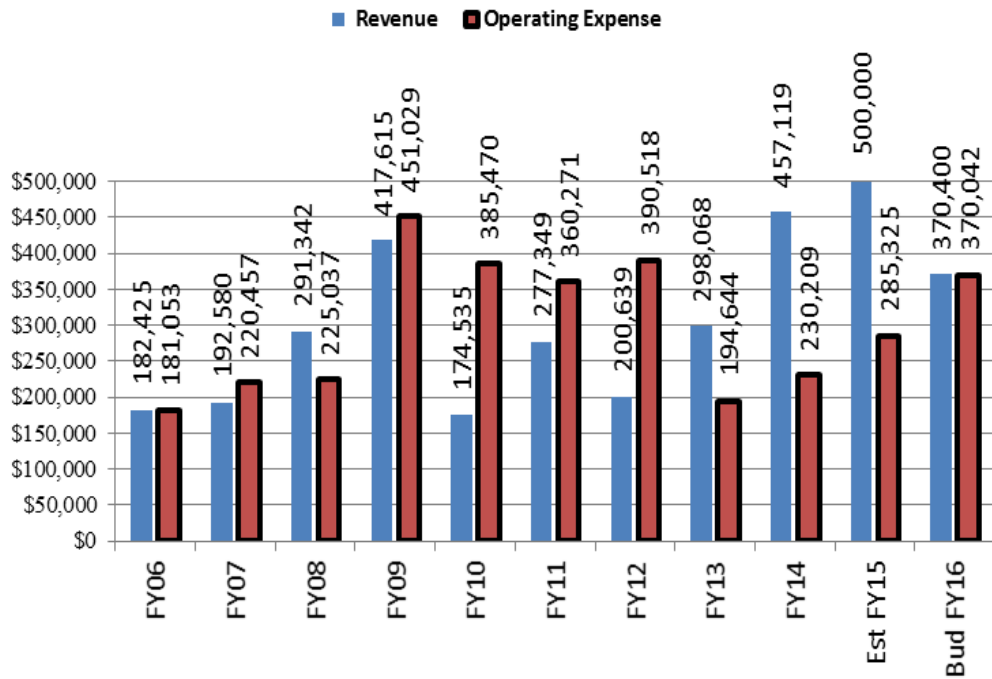
It is responsible for receiving permits from the Texas Commission on Environmental Quality and other agencies required when new cells are constructed for placement of solid wastes.

<b><u>Program Personnel</u></b>			
<b>Title</b>	<b><u>2013-2014</u></b>	<b><u>2014-2015</u></b>	<b><u>2015-2016</u></b>
Supervisor	1	1	1
Heavy Equipment Operator I	1	1	1
Landfill Assistant ( * 2-P/T)	1*	1	1
	<u>3</u>	<u>3</u>	<u>3</u>

## **Performance Objectives**

- Provide daily cover for all solid waste deposited into landfill.
- Respond to customer requests regarding the landfill quickly and efficiently.
- Process payments and cash receipts and make deposits in a timely manner.
- Provide good, prompt personal, face-to-face and phone assistance to citizens.

## LANDFILL REVENUE/OPERATING EXPENSE



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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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03 -SANITARY LANDFILL FUND  
FUND FINANCIAL SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	2015-2016 CITY ADMIN. RECOMMENDED	----- COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
ALL REVENUE	298,068	457,119	344,004	462,695	370,400	370,400	370,400
FUND TOTAL REVENUES	298,068	457,119	344,004	462,695	370,400	370,400	370,400
<u>EXPENDITURE SUMMARY</u>							
ALL EXPENDITURES	282,951	305,179	342,171	297,448	370,042	370,042	370,042
FUND TOTAL EXPENDITURES	282,951	305,179	342,171	297,448	370,042	370,042	370,042
REVENUES OVER/ (UNDER) EXPENDITURES	15,118	151,940	1,833	165,247	358	358	358

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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03 -SANITARY LANDFILL FUND  
DIVISION FINANCIAL SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
4 SERVICE CHARGES	291,502	454,984	343,604	458,117	370,000	370,000	370,000
5 OTHER REVENUE	<u>6,566</u>	<u>2,135</u>	<u>400</u>	<u>4,578</u>	<u>400</u>	<u>400</u>	<u>400</u>
FUND TOTAL REVENUES	<u>298,068</u>	<u>457,119</u>	<u>344,004</u>	<u>462,695</u>	<u>370,400</u>	<u>370,400</u>	<u>370,400</u>
<u>EXPENDITURE SUMMARY</u>							
<u>0 SANITARY LANDFILL</u>							
<u>01 TOTAL LANDFILL EXPENSE</u>							
1-PERSONNEL	135,979	142,129	157,715	138,168	172,341	172,341	172,341
2-CONTRACTUAL	27,348	33,850	37,426	28,904	42,126	42,126	42,126
3-GENERAL SERVICES	17,753	20,030	22,500	14,109	22,500	22,500	22,500
4-MACHINE & EQUIPMENT MAI	3,029	23,665	10,500	3,954	10,500	10,500	10,500
5-CAPITAL OUTLAY	88,307	74,970	0	0	0	0	0
7-DEBT SERVICE	( 1)	0	103,500	103,533	103,500	103,500	103,500
8-NOT USED	<u>10,536</u>	<u>10,536</u>	<u>10,530</u>	<u>8,780</u>	<u>19,075</u>	<u>19,075</u>	<u>19,075</u>
TOTAL 01 TOTAL LANDFILL EXPENSE	<u>282,951</u>	<u>305,179</u>	<u>342,171</u>	<u>297,448</u>	<u>370,042</u>	<u>370,042</u>	<u>370,042</u>
TOTAL 0 SANITARY LANDFILL	<u>282,951</u>	<u>305,179</u>	<u>342,171</u>	<u>297,448</u>	<u>370,042</u>	<u>370,042</u>	<u>370,042</u>
FUND TOTAL EXPENDITURES	<u>282,951</u>	<u>305,179</u>	<u>342,171</u>	<u>297,448</u>	<u>370,042</u>	<u>370,042</u>	<u>370,042</u>
REVENUES OVER/ (UNDER) EXPENDITURES	<u>15,118</u>	<u>151,940</u>	<u>1,833</u>	<u>165,247</u>	<u>358</u>	<u>358</u>	<u>358</u>

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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03 -SANITARY LANDFILL FUND  
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	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<u>4 SERVICE CHARGES</u>							
4471 LANDFILL GATE FEES	291,502	454,984	343,604	458,117	370,000	370,000	370,000
TOTAL 4 SERVICE CHARGES	<u>291,502</u>	<u>454,984</u>	<u>343,604</u>	<u>458,117</u>	<u>370,000</u>	<u>370,000</u>	<u>370,000</u>
<u>5 OTHER REVENUE</u>							
4501 INTEREST ON INVESTMENTS	19	32	0	81	0	0	0
4535 LEASES	400	350	400	400	400	400	400
4540 INSUFFICIENT CHECK CHARGES	30	120	0	30	0	0	0
4541 MISCELLANEOUS	4,457	0	0	623	0	0	0
4545 OVER - SHORT	65	0	0	0	0	0	0
4595 CREDIT CARD FEES	<u>1,595</u>	<u>1,633</u>	<u>0</u>	<u>3,494</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL 5 OTHER REVENUE	<u>6,566</u>	<u>2,135</u>	<u>400</u>	<u>4,628</u>	<u>400</u>	<u>400</u>	<u>400</u>
FUND TOTAL REVENUES	<u>298,068</u>	<u>457,119</u>	<u>344,004</u>	<u>462,745</u>	<u>370,400</u>	<u>370,400</u>	<u>370,400</u>

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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03 -SANITARY LANDFILL FUND  
DIVISION - 0 SANITARY LANDFILL

		(----- 2014-2015 -----) (----- 2015-2016 -----)					
EXPENDITURES	2012-2013 ACTUAL	2013-2014 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
01 TOTAL LANDFILL EXPENSE							
=====							
1-PERSONNEL							
5001-111 SALARIES	74,344	78,249	96,491	80,887	106,950	106,950	106,950
5001-112 OVERTIME	1,061	352	3,000	7,148	3,000	3,000	3,000
5001-113 PART-TIME WAGES	24,851	26,600	20,000	9,107	10,000	10,000	10,000
5001-121 RETIREMENT	11,730	11,798	12,365	12,761	15,913	15,913	15,913
5001-122 SOCIAL SECURITY	7,567	7,948	7,902	7,634	9,176	9,176	9,176
5001-123 WORKER'S COMPENSATION	3,698	4,335	4,764	4,899	8,550	8,550	8,550
5001-125 GROUP INSURANCE	12,728	12,847	13,193	15,732	18,752	18,752	18,752
TOTAL 1-PERSONNEL	135,979	142,129	157,715	138,168	172,341	172,341	172,341
2-CONTRACTUAL							
5001-211 POSTAGE	1,038	1,163	1,500	26	1,500	1,500	1,500
5001-212 COMMUNICATIONS	1,738	2,104	2,000	1,424	2,200	2,200	2,200
5001-215 TRAINING & EDUCATION	713	0	1,000	9	1,000	1,000	1,000
5001-224 INSURANCE	4,492	4,418	4,506	4,462	4,506	4,506	4,506
5001-231 RENTAL	1,589	1,406	1,320	1,123	1,320	1,320	1,320
5001-251 UTILITIES	384	443	1,100	316	600	600	600
5001-253 OUTSIDE PROFESSIONAL	0	0	5,500	0	5,500	5,500	5,500
5001-254 SPECIAL SERVICES	10,155	15,251	15,000	2,377	15,000	15,000	15,000
5001-255 DAMAGE CLAIMS	0	325	0	14,954	0	0	0
5001-258 STATE FEES	7,237	8,477	5,000	4,213	10,000	10,000	10,000
5001-261 OTHER CONTRACTUAL SERVICES	0	264	500	0	500	500	500
TOTAL 2-CONTRACTUAL	27,348	33,850	37,426	28,904	42,126	42,126	42,126
3-GENERAL SERVICES							
5001-314 OFFICE SUPPLIES	364	188	500	264	500	500	500
5001-316 WEARING APPAREL	1,082	1,159	1,200	1,517	1,200	1,200	1,200
5001-318 SMALL TOOLS	142	741	500	135	500	500	500
5001-323 GAS & OIL	14,252	16,030	20,000	10,633	20,000	20,000	20,000
5001-332 OTHER SUPPLIES	501	451	200	354	200	200	200
5001-333 COMPUTER SUPPLIES	80	0	100	100	100	100	100
5001-334 CREDIT CARD FEES	1,331	1,459	0	1,106	0	0	0
TOTAL 3-GENERAL SERVICES	17,753	20,030	22,500	14,109	22,500	22,500	22,500
4-MACHINE & EQUIPMENT MAINTENA							
5001-411.0071 2002 DODGE TRUCK	0	0	500	0	500	500	500
5001-411.0077 1999 Chevy 1 TON	181	481	700	0	700	700	700
5001-412 MACHINERY MAINTENANCE	0	0	500	0	500	500	500
5001-412.0002 D6-R DOZER	2,369	22,260	2,500	1,265	2,500	2,500	2,500
5001-412.0003 1990 CAT 816 COMPACTOR	72	552	2,500	0	2,500	2,500	2,500
5001-412.0006 2008 CAT 725 HAULTRUCK	0	0	2,500	226	2,500	2,500	2,500
5001-412.0007 2009 KOMATSU EXCAVATOR	246	0	1,000	729	1,000	1,000	1,000
5001-414 OTHER EQUIPMENT MAINTENANC	48	0	0	0	0	0	0
5001-415 SCALE MAINTENANCE	0	0	0	1,506	0	0	0
5001-421 BUILDING MAINTENANCE	114	372	300	228	300	300	300
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	3,029	23,665	10,500	3,954	10,500	10,500	10,500
5-CAPITAL OUTLAY							
5001-500 DEPRECIATION	88,307	74,970	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	88,307	74,970	0	0	0	0	0
7-DEBT SERVICE							
5001-750 LEASE PRINCIPAL	0	0	103,500	103,533	103,500	103,500	103,500
5001-755 INTEREST	( 1)	0	0	0	0	0	0
TOTAL 7-DEBT SERVICE	( 1)	0	103,500	103,533	103,500	103,500	103,500
8-NOT USED							
5001-800 ADMIN. FEE-TRANSFER TO WAT	10,536	10,536	10,530	8,780	19,075	19,075	19,075
TOTAL 8-NOT USED	10,536	10,536	10,530	8,780	19,075	19,075	19,075
=====							
TOTAL 01 TOTAL LANDFILL EXPENSE	282,951	305,179	342,171	297,448	370,042	370,042	370,042
=====							
TOTAL 0 SANITARY LANDFILL	282,951	305,179	342,171	297,448	370,042	370,042	370,042
=====							
FUND TOTAL EXPENDITURES	282,951	305,179	342,171	297,448	370,042	370,042	370,042
=====							
REVENUES OVER/(UNDER) EXPENDITURES	15,118	151,940	1,833	165,297	358	358	358
=====							



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# **AIRPORT FUND**



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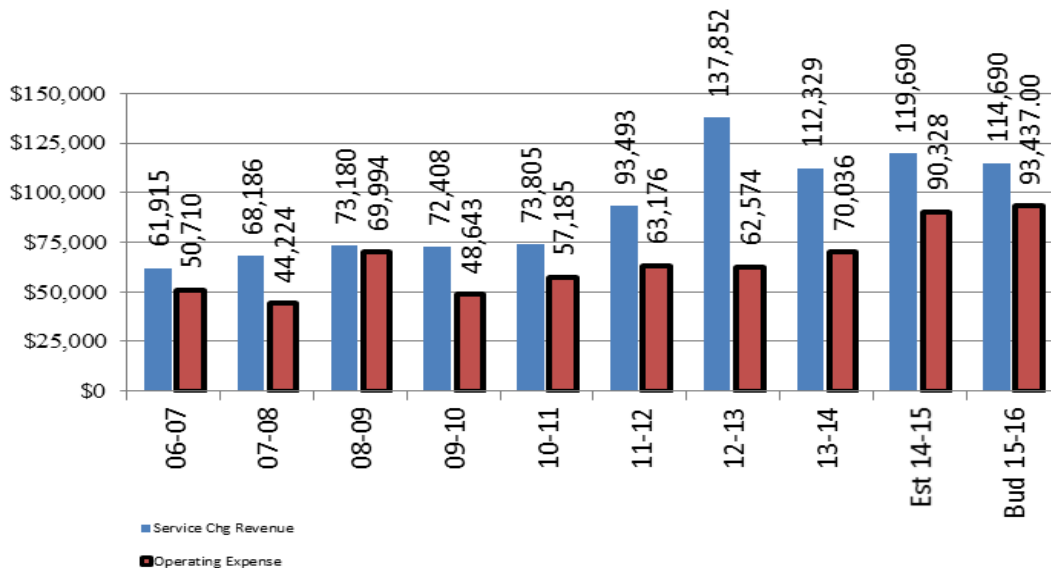
# Airport Fund

The Stephenville Clark Regional Airport, consist of one main lighted runway precision approach path indicator (PAPI) equipped. Buildings include two 8-unit T-hangers, one 12-unit T-hangar, 2-corporate hangers, a main hangar/shop building and the new terminal building which houses an office and visitor's lounge. The operations of the airport are contracted to Stephenville Aviation, Inc.

A City Council appointed Airport Advisory Board, consisting of seven citizens, is established to make recommendations regarding studies, construction, improvements and related airport matters.

This fund was established to fund the on-going operations associated with the public aviation facilities at the Stephenville Clark Regional Airport. The major revenues are derived from hangar rentals and ground lease payments.

**AIRPORT REVENUE/OPERATING EXPENSE-10YR HISTORY**



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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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04 -AIRPORT FUND  
FUND FINANCIAL SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2014-2015 -----) DEPARTMENT REQUESTED	(----- 2014-2015 -----) 2015-2016 CITY ADMIN. RECOMMENDED	(----- 2014-2015 -----) COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
ALL REVENUE	137,852	112,329	119,690	88,705	114,690	114,690	114,690
FUND TOTAL REVENUES	137,852	112,329	119,690	88,705	114,690	114,690	114,690
<u>EXPENDITURE SUMMARY</u>							
ALL EXPENDITURES	183,146	192,640	90,328	131,770	94,187	93,437	93,437
FUND TOTAL EXPENDITURES	183,146	192,640	90,328	131,770	94,187	93,437	93,437
REVENUES OVER/ (UNDER) EXPENDITURES	( 45,293)	( 80,311)	29,362	( 43,065)	20,503	21,253	21,253

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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04 -AIRPORT FUND  
DIVISION FINANCIAL SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2014-2015 -----) DEPARTMENT REQUESTED	(----- 2014-2015 -----) 2015-2016 CITY ADMIN. RECOMMENDED	(----- 2014-2015 -----) COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
4 SERVICE CHARGES	109,699	103,624	109,690	88,705	104,690	104,690	104,690
5 OTHER REVENUE	28,153	8,705	10,000	0	10,000	10,000	10,000
FUND TOTAL REVENUES	137,852	112,329	119,690	88,705	114,690	114,690	114,690
<u>EXPENDITURE SUMMARY</u>							
<u>AIRPORT</u>							
01 TOTAL AIRPORT FUND EXPENSE							
2-CONTRACTUAL	42,071	43,791	41,603	57,860	45,303	44,803	44,803
3-GENERAL SERVICES	458	1,283	750	1,022	750	750	750
4-MACHINE & EQUIPMENT MAI	15,110	21,605	23,500	31,354	23,500	23,250	23,250
5-CAPITAL OUTLAY	120,572	122,604	0	16,993	0	0	0
7-DEBT SERVICE	4,934	3,357	24,475	24,541	24,634	24,634	24,634
TOTAL 01 TOTAL AIRPORT FUND EXPENS	183,146	192,640	90,328	131,770	94,187	93,437	93,437
TOTAL AIRPORT	183,146	192,640	90,328	131,770	94,187	93,437	93,437
FUND TOTAL EXPENDITURES	183,146	192,640	90,328	131,770	94,187	93,437	93,437
REVENUES OVER/ (UNDER) EXPENDITURES	( 45,293)	( 80,311)	29,362	( 43,065)	20,503	21,253	21,253

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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04 -AIRPORT FUND

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	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
REVENUES							
4 SERVICE CHARGES							
4435 LEASES	1,440	1,440	1,440	800	1,440	1,440	1,440
4480 HANGAR RENTAL	105,314	99,210	105,000	85,306	100,000	100,000	100,000
4482 GASOLINE SALES	2,945	2,975	3,250	2,600	3,250	3,250	3,250
TOTAL 4 SERVICE CHARGES	109,699	103,624	109,690	88,705	104,690	104,690	104,690
5 OTHER REVENUE							
4541 MISCELLANEOUS	501	816	0	0	0	0	0
4591 GRANT PROCEEDS	27,652	7,889	10,000	0	10,000	10,000	10,000
TOTAL 5 OTHER REVENUE	28,153	8,705	10,000	0	10,000	10,000	10,000
FUND TOTAL REVENUES	137,852	112,329	119,690	88,705	114,690	114,690	114,690

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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04 -AIRPORT FUND

DIVISION - AIRPORT

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
EXPENDITURES							
01 TOTAL AIRPORT FUND EXPENSE							
2-CONTRACTUAL							
5001-211 POSTAGE	71	12	50	6	50	50	50
5001-212 COMMUNICATIONS	1,007	976	960	800	960	960	960
5001-215 TRAINING & EDUCATION	856	860	500	119	1,200	1,200	1,200
5001-224 INSURANCE	3,725	3,326	3,993	3,618	3,993	3,993	3,993
5001-251 UTILITIES	26,957	29,274	30,000	22,375	30,000	30,000	30,000
5001-252 DUES & SUBSCRIPTIONS	1,730	1,531	2,000	682	2,000	1,500	1,500
5001-253 OUTSIDE PROFESSIONAL	1,447	3,784	100	26,457	100	100	100
5001-254 SPECIAL SERVICES	0	0	0	0	3,000	3,000	3,000
5001-258 STATE FEES	2,451	200	200	200	200	200	200
5001-260 PEST CONTROL	228	228	200	160	200	200	200
5001-261 CONTRACTUAL SERVICES	3,600	3,600	3,600	3,444	3,600	3,600	3,600
TOTAL 2-CONTRACTUAL	42,071	43,791	41,603	57,860	45,303	44,803	44,803
3-GENERAL SERVICES							
5001-321 JANITORIAL SUPPLIES	398	1,283	500	427	500	500	500
5001-332 OTHER SUPPLIES	60	0	250	595	250	250	250
TOTAL 3-GENERAL SERVICES	458	1,283	750	1,022	750	750	750
4-MACHINE & EQUIPMENT MAINTENA							
5001-411.0301 2008 CHEVY TAHOE	162	618	500	128	500	500	500
5001-414 OTHER EQUIPMENT MAINTENANC	965	100	500	0	500	250	250
5001-420 AWOS MAINTENANCE	0	497	1,500	5,469	1,500	1,500	1,500
5001-421 BUILDING MAINTENANCE	529	827	1,000	1,602	1,000	1,000	1,000
5001-422 AIRPORT MAINTENANCE	13,454	19,563	20,000	24,155	20,000	20,000	20,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	15,110	21,605	23,500	31,354	23,500	23,250	23,250
5-CAPITAL OUTLAY							
5001-500 DEPRECIATION	120,572	122,604	0	0	0	0	0
5001-523 AIRPORT IMPROVEMENTS	0	0	0	16,993	0	0	0
TOTAL 5-CAPITAL OUTLAY	120,572	122,604	0	16,993	0	0	0
7-DEBT SERVICE							
5001-750 BOND PRINCIPAL	0	0	21,000	21,000	22,000	22,000	22,000
5001-755 BOND INTEREST	4,934	3,357	3,475	3,541	2,634	2,634	2,634
TOTAL 7-DEBT SERVICE	4,934	3,357	24,475	24,541	24,634	24,634	24,634
TOTAL 01 TOTAL AIRPORT FUND EXPENSE	183,146	192,640	90,328	131,770	94,187	93,437	93,437
TOTAL AIRPORT	183,146	192,640	90,328	131,770	94,187	93,437	93,437
FUND TOTAL EXPENDITURES	183,146	192,640	90,328	131,770	94,187	93,437	93,437
REVENUES OVER/ (UNDER) EXPENDITURES	( 45,293)	( 80,311)	29,362	( 43,065)	20,503	21,253	21,253



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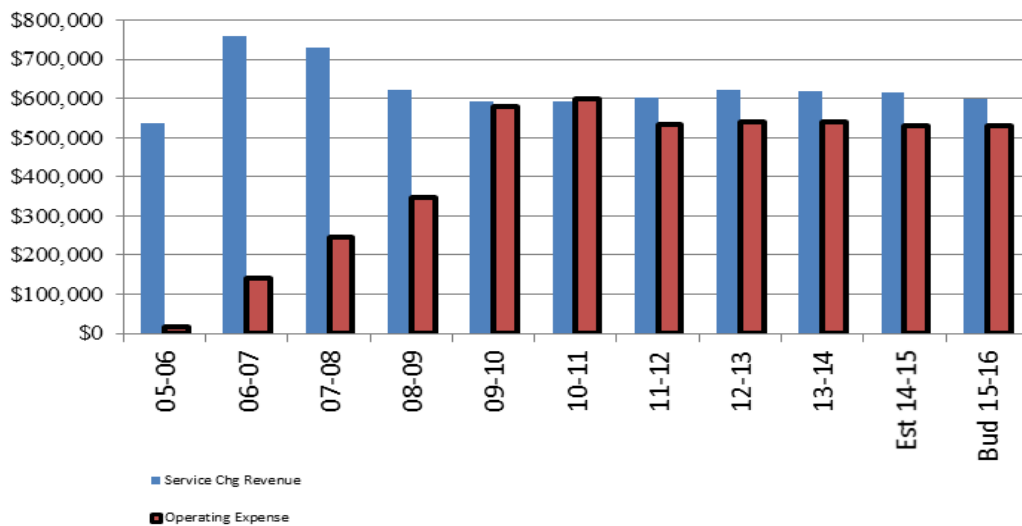
# **STORM WATER DRAINAGE FUND**

# Storm Water Drainage Fund

The Storm Water Drainage Fund was established to collect funds to construct and maintain the storm water drainage system throughout the City. Annual maintenance of storm water facilities are handled through this fund. Major storm water drainage construction projects are recommended by the City Administrator and approved by the City Council.

Fees are billed monthly and are based on the size of the parcel of property owned by each resident or business owner.

**STORM WATER REVENUE/OPERATING EXPENSE-10YR HISTORY**





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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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05 -STORM WATER DRAINAGE FUND  
FUND FINANCIAL SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(-----) Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	2015-2016 CITY ADMIN. RECOMMENDED	(-----) COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
ALL REVENUE	621,448	619,590	586,500	485,142	600,000	600,000	600,000
FUND TOTAL REVENUES	621,448	619,590	586,500	485,142	600,000	600,000	600,000
<u>EXPENDITURE SUMMARY</u>							
ALL EXPENDITURES	402,876	541,434	528,798	413,266	554,804	529,804	529,804
FUND TOTAL EXPENDITURES	402,876	541,434	528,798	413,266	554,804	529,804	529,804
REVENUES OVER/(UNDER) EXPENDITURES	218,573	78,156	57,702	71,876	45,196	70,196	70,196

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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05 -STORM WATER DRAINAGE FUND  
DIVISION FINANCIAL SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(-----) Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	2015-2016 CITY ADMIN. RECOMMENDED	(-----) COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
4 SERVICE CHARGES	620,259	619,330	585,000	484,866	599,000	599,000	599,000
5 OTHER REVENUE	1,190	260	1,500	276	1,000	1,000	1,000
FUND TOTAL REVENUES	621,448	619,590	586,500	485,142	600,000	600,000	600,000
<u>EXPENDITURE SUMMARY</u>							
1 CENTRAL GOVERNMENT							
<u>STORM WATER DRAINAGE</u>							
2-CONTRACTUAL	0	0	200	0	200	200	200
4-MACHINE & EQUIPMENT MAI	5,610	13,475	30,000	34,280	50,000	25,000	25,000
5-CAPITAL OUTLAY	273,818	274,458	0	0	0	0	0
6-BANK CHARGES	300	0	0	0	0	0	0
7-DEBT SERVICE	121,647	253,501	498,598	378,986	504,604	504,604	504,604
8-NOT USED	1,500	0	0	0	0	0	0
TOTAL STORM WATER DRAINAGE	402,876	541,434	528,798	413,266	554,804	529,804	529,804
TOTAL 1 CENTRAL GOVERNMENT	402,876	541,434	528,798	413,266	554,804	529,804	529,804
FUND TOTAL EXPENDITURES	402,876	541,434	528,798	413,266	554,804	529,804	529,804
REVENUES OVER/(UNDER) EXPENDITURES	218,573	78,156	57,702	71,876	45,196	70,196	70,196

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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05 -STORM WATER DRAINAGE FUND  
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	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
REVENUES							
<u>4 SERVICE CHARGES</u>							
4450 STORM WATER DRAINAGE FEE	613,750	610,315	580,000	484,999	599,000	599,000	599,000
4453 PENALTY	6,458	6,024	5,000	4,316	0	0	0
4457 BILLING ADJUSTMENTS	51	2,991	0	(4,449)	0	0	0
TOTAL 4 SERVICE CHARGES	620,259	619,330	585,000	484,866	599,000	599,000	599,000
<u>5 OTHER REVENUE</u>							
4501 INTEREST ON INVESTMENTS	1,190	260	1,500	276	1,000	1,000	1,000
TOTAL 5 OTHER REVENUE	1,190	260	1,500	276	1,000	1,000	1,000
FUND TOTAL REVENUES	621,448	619,590	586,500	485,142	600,000	600,000	600,000

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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05 -STORM WATER DRAINAGE FUND  
DIVISION - 1 CENTRAL GOVERNMENT

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
EXPENDITURES							
STORM WATER DRAINAGE =====							
<u>2-CONTRACTUAL</u>							
5103-252 DUES & SUBSCRIPTIONS	0	0	200	0	200	200	200
TOTAL 2-CONTRACTUAL	0	0	200	0	200	200	200
<u>4-MACHINE &amp; EQUIPMENT MAINTENANCE</u>							
5103-414 STORM DRAINAGE MAINTENANCE	5,610	13,475	30,000	34,280	50,000	25,000	25,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENANCE	5,610	13,475	30,000	34,280	50,000	25,000	25,000
<u>5-CAPITAL OUTLAY</u>							
5103-500 DEPRECIATION	273,818	274,458	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	273,818	274,458	0	0	0	0	0
<u>6-BANK CHARGES</u>							
5103-610 BANK CHARGES	300	0	0	0	0	0	0
TOTAL 6-BANK CHARGES	300	0	0	0	0	0	0
<u>7-DEBT SERVICE</u>							
5103-745 BOND AMORTIZATION	( 24,175)	0	0	0	0	0	0
5103-750 BOND PRINCIPAL	0	0	255,000	255,000	270,000	270,000	270,000
5103-755 BOND INTEREST	145,822	253,501	243,598	123,986	234,604	234,604	234,604
TOTAL 7-DEBT SERVICE	121,647	253,501	498,598	378,986	504,604	504,604	504,604
<u>8-NOT USED</u>							
5103-802 TRANSFER-CAPITAL PROJECTS	1,500	0	0	0	0	0	0
TOTAL 8-NOT USED	1,500	0	0	0	0	0	0
TOTAL STORM WATER DRAINAGE	402,876	541,434	528,798	413,266	554,804	529,804	529,804
TOTAL 1 CENTRAL GOVERNMENT	402,876	541,434	528,798	413,266	554,804	529,804	529,804
FUND TOTAL EXPENDITURES	402,876	541,434	528,798	413,266	554,804	529,804	529,804
REVENUES OVER/ (UNDER) EXPENDITURES	218,573	78,156	57,702	71,876	45,196	70,196	70,196



# **SPECIAL REVENUE FUNDS**

# Special Revenue Funds

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Special revenue funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes.

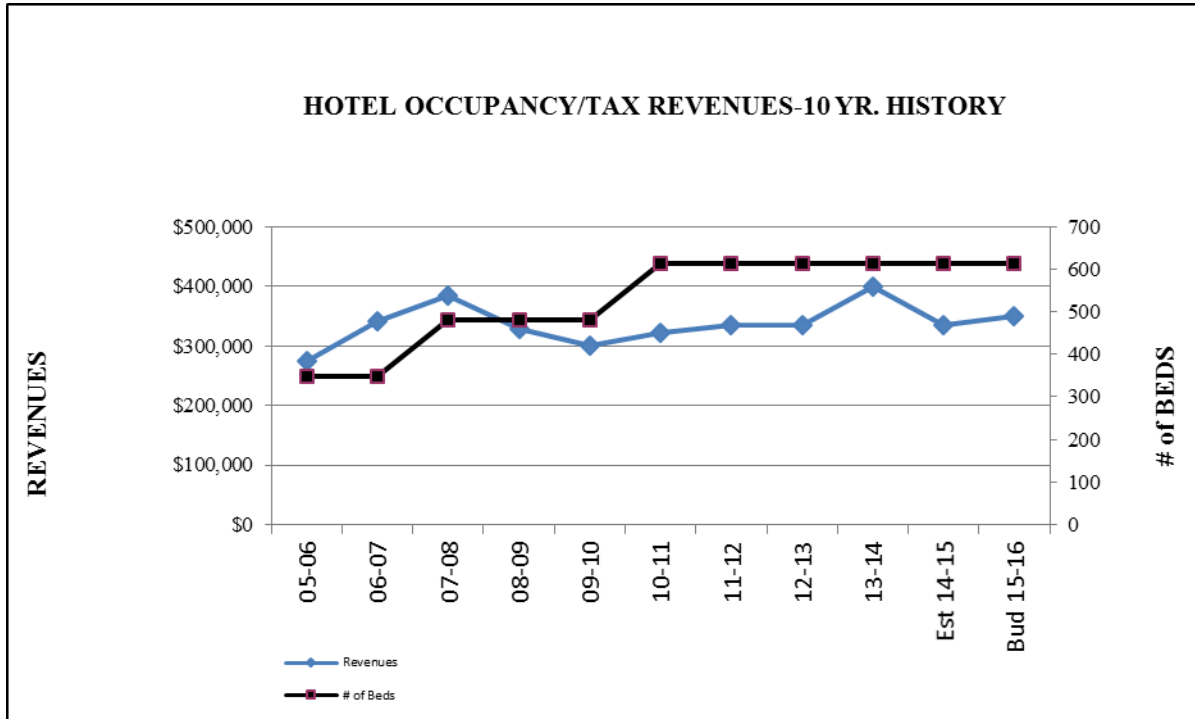
Economic Development (4B) – This fund is used to account for the 4B sales taxes the City collects. These taxes are restricted for use to enhance and promote economic development within the City.

Hotel/Motel Fund – This fund is used to account for the hotel occupancy taxes the City collects. These taxes are restricted for use to enhance and promote tourism and convention activity within the City.

Child Safety Fund – This fund is used to account for court costs used to operate a city school crossing guard program, or programs designed to enhance child safety, health, or nutrition; including child abuse prevention and intervention, and substance abuse prevention.

LEOSE Fund – This fund is used to account for restricted law enforcement officer education and training activity.

Drug Forfeiture Fund- This fund is used to account for restricted law enforcement activities.



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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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07 -SPECIAL REVENUE FUND  
FUND FINANCIAL SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(-----) Y-T-D + ENCUMBERED	(-----) DEPARTMENT REQUESTED	(-----) 2015-2016 CITY ADMIN. RECOMMENDED	(-----) COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
ALL REVENUE	366,162	437,263	353,705	247,509	836,367	836,367	836,367
FUND TOTAL REVENUES	366,162	437,263	353,705	247,509	836,367	836,367	836,367
<u>EXPENDITURE SUMMARY</u>							
ALL EXPENDITURES	345,397	466,166	365,665	273,932	524,800	524,800	524,800
FUND TOTAL EXPENDITURES	345,397	466,166	365,665	273,932	524,800	524,800	524,800
REVENUES OVER/ (UNDER) EXPENDITURES	20,765	( 28,903)	( 11,960)	( 26,422)	311,567	311,567	311,567

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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07 -SPECIAL REVENUE FUND  
DIVISION FINANCIAL SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
0 TAXES	334,086	399,934	334,005	233,074	816,667	816,667	816,667
2 FINES AND FORFEITURES	31,764	33,591	16,000	11,328	16,000	16,000	16,000
3 INTERGOVERNMENTAL	0	3,617	3,700	2,995	3,700	3,700	3,700
5 OTHER REVENUE	312	122	0	114	0	0	0
FUND TOTAL REVENUES	366,162	437,263	353,705	247,509	836,367	836,367	836,367
<u>EXPENDITURE SUMMARY</u>							
9 SPECIAL REVENUE							
=====							
01 TOTAL EXPENSE							
2-CONTRACTUAL	341,871	464,184	361,965	274,101	521,100	521,100	521,100
6-BANK CHARGES	3,526	1,982	3,700	169	3,700	3,700	3,700
TOTAL 01 TOTAL EXPENSE	345,397	466,166	365,665	273,932	524,800	524,800	524,800
TOTAL 9 SPECIAL REVENUE	345,397	466,166	365,665	273,932	524,800	524,800	524,800
FUND TOTAL EXPENDITURES	345,397	466,166	365,665	273,932	524,800	524,800	524,800
REVENUES OVER/(UNDER) EXPENDITURES	20,765	( 28,903)	( 11,960)	( 26,422)	311,567	311,567	311,567

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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07 -SPECIAL REVENUE FUND  
ARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<u>REVENUES</u>							
0 TAXES							
4010 CITY SALES 4B TAX	0	0	0	0	466,667	466,667	466,667
4040 MOTEL OCCUPANCY TAX	334,086	399,934	334,005	233,074	350,000	350,000	350,000
TOTAL 0 TAXES	334,086	399,934	334,005	233,074	816,667	816,667	816,667
2 FINES AND FORFEITURES							
4210 CHILD SAFETY FINES	18,048	7,202	12,000	3,246	12,000	12,000	12,000
4220 DRUG FORFEITURE	0	12,345	0	1,094	0	0	0
4221 FEDERAL DRUG FORFEITURE	987	3,587	0	2,232	0	0	0
4222 MUNICIPAL COURT TECHNOLOGY	12,729	10,457	4,000	4,756	4,000	4,000	4,000
TOTAL 2 FINES AND FORFEITURES	31,764	33,591	16,000	11,328	16,000	16,000	16,000
3 INTERGOVERNMENTAL							
4350 GRANTS	0	3,617	3,700	2,995	3,700	3,700	3,700
TOTAL 3 INTERGOVERNMENTAL	0	3,617	3,700	2,995	3,700	3,700	3,700
5 OTHER REVENUE							
4501 INTEREST ON INVESTMENTS	312	122	0	114	0	0	0
TOTAL 5 OTHER REVENUE	312	122	0	114	0	0	0
FUND TOTAL REVENUES	366,162	437,263	353,705	247,509	836,367	836,367	836,367

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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07 -SPECIAL REVENUE FUND  
DIVISION - 9 SPECIAL REVENUE

	2012-2013	2013-2014	(----- 2014-2015 -----)	(----- 2015-2016 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
01 TOTAL EXPENSE							
=====							
2-CONTRACTUAL							
5901-250 ECONOMIC DEVELOPMENT 4B	0	0	0	0	150,000	150,000	150,000
5901-253 H/M TAX-CHAMBER OF COMMERCE	190,906	228,668	190,860	110,164	200,000	200,000	200,000
5901-254 H/M TAX-FINE ARTS COUNCIL	47,727	57,167	47,715	27,541	50,000	50,000	50,000
5901-255 HOTEL/MOTEL TAX	0	0	0	140	0	0	0
5901-255.000A H/M TAX-SPECIAL EVENTS	43,130	38,765	47,715	92,836	50,000	50,000	50,000
5901-255.000H H/M TAX-MUSEUM	47,945	57,837	48,775	31,520	41,600	41,600	41,600
5901-256.000A CHILD SAFETY-S.T.A.R.	2,500	2,500	2,500	2,500	3,000	3,000	3,000
5901-256.000B CHILD SAFETY-SISD	2,000	4,000	3,600	3,600	2,000	2,000	2,000
5901-256.000C CHILD SAFETY-CASA	0	0	0	0	3,000	3,000	3,000
5901-256.000D CHILD SAFETY-CROSS TIMBERS	3,000	3,000	3,300	3,300	3,000	3,000	3,000
5901-256.000E CHILD SAFETY-P.R.C.A.C.	2,500	2,500	2,500	2,500	3,500	3,500	3,500
5901-257 WELCOME TO S'VILLE SIGN	0	0	15,000	0	15,000	15,000	15,000
5901-259 BRICK STREETS-HISTORICAL	0	69,747	0	0	0	0	0
5901-260 FEDERAL FORFEITURE	2,163	0	0	0	0	0	0
TOTAL 2-CONTRACTUAL	341,871	464,184	361,965	274,101	521,100	521,100	521,100
6-BANK CHARGES							
5901-617 LEOSE-PD TRAINING	630	1,982	3,700	169	3,700	3,700	3,700
5901-634 DRUG FORFEITURE	2,896	0	0	0	0	0	0
TOTAL 6-BANK CHARGES	3,526	1,982	3,700	169	3,700	3,700	3,700
TOTAL 01 TOTAL EXPENSE	345,397	466,166	365,665	273,932	524,800	524,800	524,800
TOTAL 9 SPECIAL REVENUE	345,397	466,166	365,665	273,932	524,800	524,800	524,800
FUND TOTAL EXPENDITURES	345,397	466,166	365,665	273,932	524,800	524,800	524,800
REVENUES OVER/(UNDER) EXPENDITURES	20,765	( 28,903)	( 11,960)	( 26,422)	311,567	311,567	311,567







# **CAPITAL IMPROVEMENTS**

## Capital Improvements

A Capital Improvement Program is a schedule of public Physical Improvements to be constructed with estimated resources available to finance the projected expenditures.

Capital Improvements are any expenditures of public funds for the purchase, construction, rehabilitation, replacement or expansion of the physical assets of the community when the project is relatively large in size, expensive (the City's capital threshold is \$1,000), long-term and permanent. Some common examples include streets, tennis courts, fire stations, water and sewer lines and fire engines. Capital expenditures are financed from a variety of sources to include long-term and short-term debt, current revenues, grants from other governmental entities and donations from foundations, businesses, individuals and non-profit organizations. A detail listing of financing methods is found on the following pages.

### **Functions of a Capital Improvement Program**

- ❖ Estimating capital requirements, budgeting priority projects and developing revenue sources for proposed improvements.
- ❖ Scheduling all capital projects over a fixed period with the appropriate planning implementation and informing the public of projected capital improvements.
- ❖ Coordinating the activities of various departments in meeting project schedules.
- ❖ Monitoring and evaluating the process of capital projects.

### **Capital Improvements Policy**

The City of Stephenville prioritizes the funding of capital projects on the basis of a Capital Improvements Plan. The functions of the Capital Improvement Plan are as follows:

1. Estimating capital requirements
2. Scheduling all capital projects over a fixed period with appropriate planning and implementation.
3. Budgeting priority projects and developing revenue sources for proposed improvements.
4. Coordinating the activities of various departments in meeting project schedules.
5. Monitoring and evaluating the process of capital projects.
6. Informing the public of projected capital improvements.

The following questions are considered when justifying a project:

1. What is the relationship of the project to the progress of the entire city?
2. Is the project part of a large program? How does it relate to the goals of the program?

3. How many citizens will be helped by it? How many citizens will be harmed or inconvenienced if the project is not considered?
4. Will it add to the value of the surrounding area? Will it increase the valuation of the local property?
5. Will it increase efficiency or performance of a service? Will it reduce the on-going costs of a service or facility?
6. Will it provide a service required for economic development of the community? What improvements would be of the most value in attracting commercial and industrial firms?
7. Is the project required to complete or make fully usable a major public improvement?
8. Will rapid urban growth in the area of the proposed project increase the costs of land acquisitions if the project is deferred?
9. Is the project well identified by the citizens? Does it have established voter appeal?
10. Is the project needed to protect public health or safety?

### **Methods of Financing Capital Improvements Projects**

#### **Certificates of Obligations**

Certificates of Obligations are issued with limited revenues pledged by the water and sewer systems. Voter approval is not required.

#### **Donations**

Donations are periodically received, by the City, from individuals, business, foundations and non-profit organizations.

#### **Earmarked Funds**

With Earmarked Funds, monies are accumulated in advance or set aside for capital construction or purchase. The accumulation may result from surplus of earmarked operational revenues or sale of capital assets.

#### **Enterprise Funds**

Enterprise Funds are established from the delivery of specific services – where money paid to administer the services and the expenses (as a result of providing services) are accounted for separate from the general fund budget of the City.

#### **General Fund**

General Fund is the financing of improvements from revenues such as general taxation, fees and services charges.

#### **General Obligation Bonds**

With General Obligation bonds, the taxing power of the jurisdiction is pledged to pay interest and retire the debt. General Obligation Bonds can be sold to finance permanent types of improvements such as municipal buildings, street and parks and recreation facilities. Voter approval is required.

#### **Revenue Bonds**

Revenue Bonds frequently are sold for projects that produce revenues, such as water and sewer systems. Voter approval is not required.

### **Special Assessments**

Public works that benefit particular properties may be financed more equitably by special assessments (i.e., paid by those who directly benefit).

### **State and Federal Grant**

State and Federal Grant-in-Aid programs are available for financing a number of programs. These may include streets, water and sewer facilities, airports, parks and playgrounds. The costs of funding these facilities may be borne completely by grant funds or a local share may be required.

### **Impacts of Capital Improvements on Operating Budget**

Most of the capital improvements scheduled for FY 2013-2014 are routine replacements and/or upgrades of facilities or equipment. There should be no major impact on operating budgets for most of the capital items scheduled. The maintenance and operating costs related to most of the capital project items scheduled should be absorbed in the corresponding division's operating budget.

### **FY 2015-2016 Capital Improvements**

The following pages identify the capital improvements that have been authorized in FY 2015-2016 and includes the project or equipment, the department requesting the item, the fund in which expenditures will be reentered, the sources of funds, the cost and the reason the project is being undertaken or equipment being purchased.

## CAPITAL IMPROVEMENT REQUEST

			CAPITAL INCLUDED	NOT INCLUDED	CAPITAL REQUEST				
FUND	DEPT	DESCRIPTION	FY15-16	FY15-16	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20
<b>COMMUNITY SERVICES</b>									
5501	REC HALL	REPLACE HEATER IN REC HALL	6,000		6,000				
5501	REC HALL	STAGE CURTAIN	15,000		15,000				
5505	STREET	STREET RECONSTRUCTION		500,000	500,000	500,000	500,000	500,000	500,000
5505	STREET	1 TON PICKUP (REPLACE 2009 FORD)	30,000		30,000				
5505	STREET	LEEBOY ASPHALT PAVER		70,000	70,000				
5505	STREET	DUMP TRUCK (REPLACE 1995 CHEVROLET)		85,000	85,000				
5505	STREET	BACKHOE (REPLACE 2004 CASE)	78,000		78,000				
5505	STREET	DUMP TRUCK (REPLACE 1999 CHEVROLET)				85,000			
5505	STREET	FRONT END LOADER (REPLACE 1971 CATERPILLAR)					80,000		
5505	STREET	FRONT END LOADER (REPLACE 1998 CATERPILLAR)						80,000	
5505	STREET	COMPACT ROLLER (REPLACE 2004 INGERSOLL)							45,000
5505	STREET	GRADER (REPLACE 2000 CATERPILLAR)							
<b>TOTAL COMMUNITY SERVICE</b>			129,000	655,000	784,000	585,000	580,000	580,000	545,000
<b>FIRE AND EMS</b>									
56XX	ALL DEPARTMENTS	DIGITAL RADIO SYSTEM (Replace analog)	175,000		175,000				
5603	FIRE SUPPRESSION	1250GPM PUMPER (Replace 97 Sutphen Pumper & 96 Rescue Truck)		450,000	450,000				
5601	FIRE ADMINISTRATION	PAINT/REPAIR FS#1 (R&R metal door, sheet rock, paint 1st & 2nd floor)		13,400	13,400				
5604	EMS *	HEART MONITOR DEFIBRILLATOR (Year 1 of 3)		39,793	39,793	39,793	39,793		
5603	FIRE SUPPRESSION	RESCUE EQUIPMENT TRAILER (to be used with above)		9,500	9,500				
5602	FIRE PREVENTION	1/2 TON PICKUP TRUCK (Replace 2003 Chevy)		36,000	36,000				
5604	EMS *	AIR LIFT BAGS (Replacing 19yr old bags)		10,127	10,127				
5604	EMS *	TRAINING AIDS (Adult/Child/Infant Airway Intubation Equipment)		5,716	5,716				
5603	FIRE SUPPRESSION	TRAINING AIDS (Rescue Randy/Smoke Generator)		4,700	4,700				
5603	FIRE SUPPRESSION	LADDER TRUCK (Replace 97 Sutphen Quint Ladder Truck)		650,000	650,000				
5601	FIRE ADMINISTRATION	BURN BUILDING AND TOWER		500,000	500,000				
5603	FIRE SUPPRESSION *	RESCUE BREATHING BUDDY AIR HOSES		11,700	11,700				
5603	FIRE SUPPRESSION	HOSE REPLACEMENT (1EA PER YR)		6,000	6,000	6,000			
5603	FIRE SUPPRESSION	REPLACES CBA's					112,500		
5605	VOL FIRE *	BUNKER GEAR REPLACEMENT		9,600	9,600	9,600			
5104	EMERGENCY MGT	CASA WX (ADVANCED RADAR SYSTEM)		3,000	3,000	3,000	3,000	3,000	3,000
56XX	ALL DEPARTMENTS	TACTICAL MEDIC EQUIP REPLACEMENT		4,975	4,975				
56XX	ALL DEPARTMENTS	TACTICAL MEDIC EQUIP TRAINING		4,000	4,000				
56XX	ALL DEPARTMENTS	HAZMAT SUITS & DECONTAMINATION SHOWER		4,300	4,300				
<b>TOTAL FIRE AND EMS</b>			175,000	1,762,811	1,937,811	58,393	155,293	3,000	3,000
<b>POLICE</b>									
5702	PATROL	PATROL VEHICLES (3EA)	125,000		170,000				
5705	CID	PATROL VEHICLE	30,000		30,000				
<b>TOTAL POLICE</b>			155,000	0	200,000	0	0	0	0
<b>TOTAL GENERAL FUND</b>			459,000	2,417,811	2,921,811	643,393	735,293	583,000	548,000

## CAPITAL IMPROVEMENT REQUEST

			CAPITAL INCLUDED	NOT INCLUDED	CAPITAL REQUEST				
FUND	DEPT	DESCRIPTION	FY15-16	FY15-16	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20
WATER/WASTEWATER									
5001	PRODUCTION	NEW WELL		300,000	300,000				
5001-2	MAINTENANCE	WATER & SEWER UTILITY LINES REHABILITATION		750,000	750,000	750,000	750,000	750,000	750,000
5002	DISTRIBUTION	GARFIELD 750,000 GAL GROUND STORAGE TANK REHAB		550,000	550,000				
5002	DISTRIBUTION	377 1M GAL GROUND STORAGE TANK EVALUATION	6,200		6,200				
5002	DISTRIBUTION	536 AC TRACT AIRPORT WELL FIELD EXPANSION PLAN - PHASE I	26,000		26,000				
5101	COLLECTION	BASIN 6 EVALUATION (50% COVERAGE)	68,000		68,000	75,000			
5101	COLLECTION	BASIN 5 EVALUATION				60,000			
5101	COLLECTION	BASIN 9 EVALUATION					50,000		
5101	COLLECTION	BASIN 2 EVALUATION						48,000	
5101	COLLECTION	BASIN 1 EVALUATION							45,000
5101	COLLECTION	BASIN 4 EVALUATION							
5101	COLLECTION	TRAILER MOUNTED-HIGH VELOCITY					42,000		
5003	CUSTOMER SERVICE	1/2 TON PICKUP TRUCK (REPLACE UNIT 130 - 2006 CHEVY)	22,000		22,000				
5003	CUSTOMER SERVICE	1/2 TON PICKUP TRUCK (REPLACE UNIT 132 - 2008 FORD)	22,000		22,000				
5102	WWTP	SKID STEER LOADER	25,000		25,000				
TOTAL WATER			169,200	1,600,000	1,769,200	885,000	842,000	798,000	795,000
TOTAL ALL FUNDS			1,078,200	3,567,811	4,691,011	1,528,393	1,577,293	1,381,000	1,343,000



# **NEW PROGRAMS**





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**NEW PROGRAMS - ENHANCED SERVICES**

Division staff prepare budget requests based upon Council priorities, citizen requests, the strategic plan and service demands. Base budgets are prepared and carefully reviewed against priorities. Enhanced services are new programs and personnel changes deemed necessary by departments in order to provide required services more timely and efficiently. The following is a cumulative list of those requests.

FUND	DEPT	DESCRIPTION	INCLUDED 2015-2016	NOT INCLUDED	REQUEST AMOUNT
<b>ADMINISTRATION</b>					
5101	COUNCIL	AUTOMATED AGENDA SYSTEM		12,000	12,000
5101	COUNCIL	I PAD'S		10,000	10,000
5101	COUNCIL	WEB MANAGER		45,000	45,000
5101	COUNCIL	UPDATED WEB PAGE		15,000	15,000
5102	ADMIN	ADMINISTRATIVE ASSISTANT	48,000		48,000
5105	MUNICIPAL BLD	UPGRADE FURNITURE CITY HALL OFFICES	20,000		20,000
5105	MUN BLD, MSC, LIBRARY	JANITOR (PART-TIME TO FULL-TIME)		30,000	30,000
5106	MSC	SECURITY CAMERA SYSTEM		4,500	4,500
5106	MSC	INCREASE PARKING LOT		11,000	11,000
5401	HUMAN RESOURCES	PROFESSIONAL SALARY SURVEY (in prep for FY16-17)	30,000	30,000	30,000
5401	HUMAN RESOURCES	INCREASED VACATION FOR LT EMPLOYEES			TBD
5401	HUMAN RESOURCES	TMRS MATCHING CONTRIBUTION 6% TO 7%			TBD
5401	HUMAN RESOURCES	RETIREE HEALTH INSURANCE			TBD
5401	HUMAN RESOURCES	SICK LEAVE PAYOFF - RETIREMENT			TBD
5401	HUMAN RESOURCES	SICK LEAVE POOL			TBD
<b>TOTAL ADMINISTRATION</b>			<b>98,000</b>	<b>157,500</b>	<b>225,500</b>
<b>COMMUNITY SERVICES</b>					
5501	ADMIN	RECREATION COORDINATOR AQUATIC/ATHLETIC		46,379	46,379
5502	PARK	FACILITIES MAINTENANCE DEPARTMENT/MGR		48,000	48,000
5502	PARK	BASEBALL/SOFTBALL FIELD #2 ( match Park Ded Fee)		175,000	175,000
5501	ADMIN	REVENUE GENERATING BATTING CAGES - "HITSVILLE" (match Park Ded Fee)		230,000	230,000
5502	PARK	MAINTENANCE - CONVERT FIELDS UNIVERSAL PLAY		50,000	50,000
5502	PARK	MAIN PARKING LOT/ENTRANCE ROAD	50,000		500,000
5502	PARK-TRAIL	WASHINGTON ST. TRAIL HEAD PARKING - BRICK		30,000	30,000
5502	PARK	PARKING LOT IMPROVEMENT MCLESKY OYC		50,000	50,000
5502	PARK	OPTOMIST/JAYCEEPARK TRAIL OVERHAUL		200,000	200,000
5501	ADMIN	REC HALL CONCERT (LeRoy Parnell)		15,000	15,000
5505	STREETS/PARK	BRICK STREET/SIDEWALK PLAZA TO PARK BELKNAP		250,000	250,000
<b>TOTAL COMMUNITY SERVICE</b>			<b>50,000</b>	<b>1,094,379</b>	<b>1,594,379</b>
<b>FIRE AND EMS</b>					
56xx	ALL DEPARTMENTS	INCREASE MINIMUM STAFFING TO 9EA (6 NEW EE)		325,944	325,944
5601	ADMIN	ASST FIRE CHIEF		93,500	93,500
5603	FIRE SUPPRESSION	INCIDENT COMMAND VEHICLE		45,600	45,600
5603	FIRE SUPPRESSION	BUNKER GEAR STORAGE RACKS (16EA)		5,000	5,000
5603	FIRE SUPPRESSION	SCBA Masks (Individual) / SCBA TESTING		6,010	6,010
5603	FIRE SUPPRESSION	RESCUE BREATHING HOSE FOR ALL SCBA (22)		12,700	12,700
5603	FIRE SUPPRESSION	SHIPPING CONTAINER (2EA) CONTAINED SPACE TRAINING		6,800	6,800
5602	PREVENTION	PUBLIC EDUCATION ACCOUNT (SUPPLIES)		3,945	3,945
5602	PREVENTION	FIRE PREVENTION TRAILER		8,500	8,500
5603	FIRE SUPPRESSION	COMPUTER SCBA MOUNTED ACCOUNTABILITY		9,900	9,900
5104	EMERG MGMT	CASA WX (ADVANCED RADAR SYSTEM)		3,000	3,000
<b>TOTAL FIRE AND EMS</b>			<b>-</b>	<b>520,899</b>	<b>520,899</b>
<b>POLICE</b>					
5709	PUBLIC SAFETY CLERICAL	ADMINISTRATIVE ASSISTANT		48,000	48,000
5701	ADMIN	ADMINISTRATIVE VEHICLES (2) UNMARKED		55,000	55,000
5702	PATROL	POLICE OFFICER- K9 UNIT		59,000	59,000
5702	PATROL	K9 UNIT VEHICLE		56,700	56,700
5702	PATROL	K9 DOG & EQUIPMENT		17,200	17,200
5702	PATROL	K9 UNIT VEHICLE/GAS & OIL		9,000	9,000
5702	PATROL	K9 UNIT VET CARE/FOOD		4,100	4,100
5702	PATROL	K9 UNIT TRAINING/AMMO		3,500	3,500
5702	PATROL	K9 UNIT UNIFORMS/EQUIPMENT		3,000	3,000
5702	PATROL	POLICE OFFICERS (4) SERGEANT (1) H.E.A.T.		324,000	324,000
5702	PATROL	H.E.A.T. VEHICLES (3)		180,000	180,000
5702	PATROL	H.E.A.T. WEARING APPAREL		20,000	20,000
5702	PATROL	H.E.A.T. TRAINING/AMMO		15,000	15,000
5702	PATROL	RADAR UNITS	12,000		12,000
5704	SUPPORT SERVICES	RECORDS CLERK (FULL TIME)		45,061	45,061
5704	SUPPORT SERVICES	RECORDS CLERK (FULL TIME) TRAINING		2,750	2,750
5704	SUPPORT SERVICES	DIGITAL SCANNER		40,000	40,000
<b>TOTAL POLICE DEPARTMENT</b>			<b>12,000</b>	<b>834,311</b>	<b>846,311</b>
<b>PLANNING AND BUILDING SERVICES</b>					
5801	ADMIN	ADMINISTRATIVE ASSISTANT	48,000		48,000
5801	ADMIN	UPDATE COMPREHENSIVE THROUGHFARE PLAN		75,000	75,000
5801	ADMIN	UPDATE SUBDIVISION ORDINANCE	40,000		40,000
5801	ADMIN	UPDATE ZONING ORDINANCE		55,000	55,000
<b>TOTAL COMMUNITY DEVELOPMENT</b>			<b>88,000</b>	<b>130,000</b>	<b>218,000</b>
<b>TOTAL GENERAL FUND</b>			<b>248,000</b>	<b>2,737,089</b>	<b>3,405,089</b>

**NEW PROGRAMS - ENHANCED SERVICES**

Division staff prepare budget requests based upon Council priorities, citizen requests, the strategic plan and service demands. Base budgets are prepared and carefully reviewed against priorities. Enhanced services are new programs and personnel changes deemed necessary by departments in order to provide required services more timely and efficiently. The following is a cumulative list of those requests.

FUND	DEPT	DESCRIPTION	INCLUDED 2015-2016	NOT INCLUDED	REQUEST AMOUNT
<b>WATER/WASTEWATER</b>					
5000	ADMIN	CITY ENGINEER	98,100		98,100
5102	WWTP	LIFT STATION GENERATOR		128,000	128,000
TOTAL WATER/WASTEWATER			98,100	128,000	226,100
<b>LANDFILL</b>					
5001	LANDFILL	ALL WEATHER BASE MATERIAL-ALLOW BRUSH DROPOFF		18,500	18,500
5001	LANDFILL	6-INCH TRASH PUMP WITH TRAILER		25,000	25,000
5001	LANDFILL	SHREDDER		600,000	600,000
TOTAL LANDFILL			-	643,500	643,500
<b>AIRPORT</b>					
5001	AIRPORT	RESKIN OLD HANGARS			TBD
5001	AIRPORT	NEW COMMERCIAL HANGER		180,000	180,000
TOTAL AIRPORT			-	180,000	180,000
<b>CAPITAL PROJECTS</b>					
	MUSEUM	FENCE FOR SEPERATION FROM BRT AREA			TBD
	STREETS	STREET SWEEPER		220,000	220,000
	STREETS	PROFESSIONAL SERVICES FOR STREET PROJECT (10% of \$1,000,000)	100,000		100,000
	STREETS	PAVEMENT MGMT PLAN / TRANSPORTATION UTILITY FUNDING STUDY	65,000		65,000
	STREETS	SCISSOR LIFT			30,000
	STREETS	LONG ST PAVING-RR TRACKS TO GRAHAM		TBD	TBD
	STREETS	SIDEWALK ON DALE (BETWEEN GILBERT & SHS)		TBD	TBD
	STREETS	ALEXANDER ROAD-LANDSCAPE,CURB&GUTTER,SIDEWALKS		TBD	TBD
	WATER PRODUCTION	AIRPORT WELL FIELD-NEW WELLS		TBD	TBD
	SEWER	EAST SIDE SEWER EXTENSION ( PHASE I ) EAST		1,500,000	1,500,000
	SEWER	EAST SIDE SEWER EASEMENT ACQUISITION ( PHASE I )	30,000		30,000
	SEWER	EAST SIDE SEWER EXTENSION ( PHASE II ) NORTH		7,500,000	7,500,000
	SEWER	SSO PROJECTS (BASIN 3, BASIN 7, BASIN 8, BASIN 10)		1,500,000	1,500,000
	STORM	STORM DRAINAGE MASTERPLAN PROJECTS		10,000,000	10,000,000
	STORM	PADDOCK ST & PECAN ST DRAINAGE TO RACE		TBD	TBD
	AIRPORT	EXTEND RUNWAY (10% GRANT MATCH)		750,000	750,000
	ANIMAL SHELTER	FUNDING FOR HUMANE SOCIETY / NEW SHELTER		TBD	TBD
TOTAL CAPITAL PROJECTS			195,000	21,470,000	21,695,000
<b>TOTAL ALL FUNDS</b>					
			541,100	25,158,589	26,149,689

\*\* Citizen budget requests

TBD=to be determined

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# **DEBT SERVICE**

# Debt Service Policy

## Debt Service Policy

The City’s goal is to fund capital improvement projects on a “pay-as-you-go” basis whenever possible. For large infrastructure projects or large pieces of equipment, debt financing is sometimes required. The City’s debt management objective is to maintain levels of debt service that does not adversely impact tax or utility rates and does not hinder the City’s ability to effectively operate the utility systems, street network, or other facilities. Debt financed projects must meet the City’s long-term financing criteria as included in the Fiscal and Budgetary Policy.

When the City of Stephenville utilizes long-term debt financing, it will ensure that the debt is soundly financed by:

- Conservatively projecting the revenue sources that will be utilized to pay the debt.
- Financing the improvement over a period of time not greater than the useful life of the asset.

## Debt and Tax Rate Limitations

All taxable property within the City is subject to the assessment, levy and collection by the City of a continuing, direct annual ad valorem tax sufficient to provide for the payment of principal and interest on the Bonds within the limits prescribed by law. Article XI, Section 5, of the Texas Constitution is applicable to the City and limits its maximum ad valorem tax rate to \$2.50 per \$100 of assessed valuation for all City purposes.

## Calculation of Legal Debt Margin – October 1, 2015

Taxable Assessed Valuation	\$1,060,320,946
Constitutional Limit	2.50% of assessed valuation
Maximum Constitutional Revenue Available	\$26,508,024
Tax Rate to Achieve Maximum Tax Revenue	\$2.50 per \$100 of valuation
Tax Rate for FY 2015-2016	\$0.49 per \$100 of valuation
Available Unused Constitutional Max Tax Rate	\$2.01of assessed valuation

The City operates under a Home Rule Charter that adopts the constitutional provisions. Under rules promulgated by the Office of the Attorney General of Texas, such office will not approve tax bonds of the City unless the City can demonstrate its ability to pay debt service requirements on all outstanding City tax bonds, including the issue to be approved.

# Debt Service

## **General Obligation Interest and Sinking Fund**

This fund derives its revenue from property taxes. The amount of the taxes levied is determined by the City Council. The function of this fund is to retire bonded indebtedness and pay the interest on the indebtedness. The debt, which this fund retires, was issued by the City for General Fund capital equipment and infrastructure.

## **Utility Fund Bonds**

Detail for Utility-related debt is located in the non-departmental section of the Utility Fund's budget.

## **Airport Bonds**

Detail for Airport related debt is located in the Airport budget.

## **Stormwater Drainage Bonds**

Detail for the drainage related debt is located in the Stormwater Drainage budget.

## **Current Debt Requirements**

The total Debt Service requirements for the City of Stephenville in fiscal year 2015-2016 is \$3,250,690. The total General Obligation debt service requirements for fiscal year 2015-2016 is \$481,463 the Utility systems bond requirement equals \$2,239,988, and the Enterprise systems bond requirement equal \$529,239.

Funds for the G.O. Debt Service expenses will come from ad valorem taxes (\$481,463). The Water and Sewer System Bonds are funded by and paid directly from the Utility Operating Fund. The Enterprise system debts are funded by and paid directly from the respective operating funds.

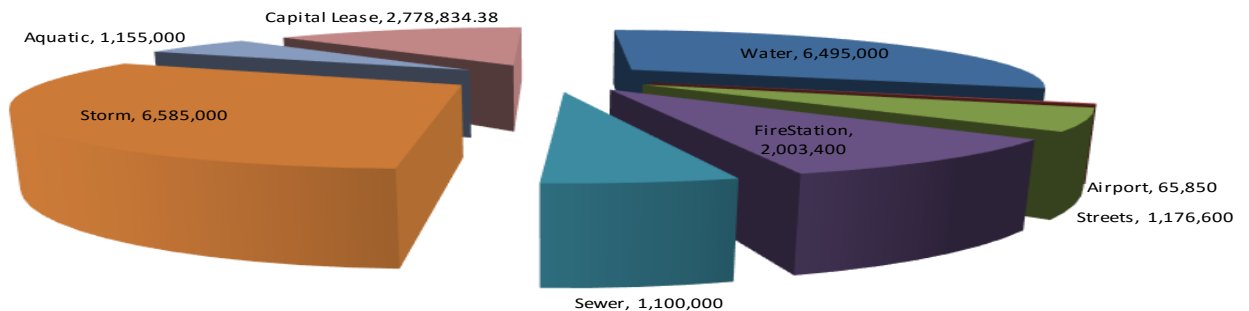
The following pages detail the future annual principal and interest requirements for the City's outstanding debt obligations as of October 1, 2016. Through 2033, the City has a total of \$21,359,684 in principal to retire and \$4,348,068 in interest payments.

## DEBT MANAGEMENT

The City's goal is to fund capital improvement projects on a "pay as you go" basis wherever possible. For large infrastructure projects and during heavy growth, debt financing is usually required. The City's debt management objective is to maintain level debt service that does not adversely impact tax or utility rates and does not hinder the City's ability to effectively operate the utility systems, street network, or other facilities. The City's debt payments must stay within provisions of state law, bond covenants and council adopted policies. All of these criteria and objectives are met with the debt financing in this budget. The City's bonds are rated "AA-" with Standard & Poors and "A3" with Moody's.

ISSUED/PURPOSE	AVERAGE INTEREST RATE	ORIGINAL ISSUE	FINAL MATURITY	OUTSTANDING 10/1/2016	CURRENT PRINCIPAL	CURRENT INTEREST	CURRENT YR PAYMENTS
<b>TAX SUPPORTED DEBT</b>							
2011 FIRE STATION/STREET	1.750%	4,000,000	February-31	3,180,000	165,000	54,206	219,206
2014 (REFUND 2009)AQUATIC	1.750%	1,315,000	February-31	1,155,000	250,000	12,257	262,257
<b>TOTAL TAX SUPPORTED BONDS</b>		<b>5,315,000</b>		<b>4,335,000</b>	<b>415,000</b>	<b>66,463</b>	<b>481,463</b>
<b>REVENUE BONDS</b>							
2001 WATER SYSTEM	4.590%	5,500,000	June-16	1,095,000	1,095,000	50,261	1,145,261
2013 (REFUND 2003B)	2.000%	575,000	June-18	490,000	35,000	9,450	44,450
2014 (REFUND 2004 )	1.190%	6,490,000	June-19	4,790,000	400,000	54,621	454,621
2006 WATER SYSTEM	3.770%	2,000,000	February-16	240,000	240,000	4,524	244,524
2013 SEWER SYSTEM	2.490%	1,000,000	February-24	980,000	20,000	24,153	44,153
<b>TOTAL WATER/SEWER BONDS</b>		<b>15,565,000</b>		<b>7,595,000</b>	<b>1,790,000</b>	<b>143,009</b>	<b>1,933,009</b>
2006 STORM DRAINAGE	3.920%	4,300,000	February-27	2,970,000	200,000	112,504	312,504
2013 (REFUND 2008)	2.000%	3,910,000	February-33	3,615,000	70,000	122,100	192,100
<b>TOTAL STORM BONDS</b>		<b>8,210,000</b>		<b>6,585,000</b>	<b>270,000</b>	<b>234,604</b>	<b>504,604</b>
2003 AIRPORT HANGARS	4.125%	275,000	February-20	65,850	22,000	2,635	24,635
<b>TOTAL REVENUE BONDS</b>		<b>24,050,000</b>		<b>14,245,850</b>	<b>2,082,000</b>	<b>380,247</b>	<b>2,462,247</b>
<b>TOTAL BONDS</b>		<b>29,365,000</b>		<b>18,580,850</b>	<b>2,497,000</b>	<b>446,710</b>	<b>2,943,710</b>
CAPITAL LEASE (AMI Syetem)		2,988,450	February-24	2,778,834	237,414	69,566	306,980
<b>TOTAL DEBT</b>		<b>32,353,450</b>		<b>21,359,684</b>	<b>2,734,414</b>	<b>516,276</b>	<b>3,250,690</b>

### Debt Management





# General Debt Service Fund

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Debt Service accounts for all funds required to finance the payment of interest and principal on all general debt, serial and term, other than the payable exclusively from special assessments and revenue debt issued for and serviced by a governmental enterprise. The City has authorized the following issues:

## **General Obligation Bonds**

Certificates of Obligation, Series 2014 (Refund 2009) – On March 17, 2009, the City Council authorized the issuance of \$1,500,000 in bonds for the purpose of providing funds to finance the costs of *building an Aquatic Center* and to pay the associated costs of issuance. On April 1, 2014, the City Council passed an ordinance authorizing the issuance of \$1,315,000 General Obligation Refunding Bonds, Series 2014 for the purpose of refinancing the Series 2009 previously issued.

Certificates of Obligation, Series 2011 – On August 2, 2011 the City Council authorized the issuance of \$4,000,000 in bonds for the purpose of providing funds to finance the costs of *building a Fire Station #2 and a Major Thoroughfare Street Renovation* and to pay the associated costs of issuance.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

PAGE: 1

08 -DEBT SERVICE FUND  
FUND FINANCIAL SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
ALL REVENUE	589,806	595,990	582,204	574,709	482,463	482,463	482,463
FUND TOTAL REVENUES	589,806	595,990	582,204	574,709	482,463	482,463	482,463
<u>EXPENDITURE SUMMARY</u>							
ALL EXPENDITURES	579,122	582,888	582,204	548,200	482,463	482,463	482,463
FUND TOTAL EXPENDITURES	579,122	582,888	582,204	548,200	482,463	482,463	482,463
REVENUES OVER/ (UNDER) EXPENDITURES	10,684	13,102	0	26,509	0	0	0

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

PAGE: 2

08 -DEBT SERVICE FUND  
DIVISION FINANCIAL SUMMARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
0 TAXES	589,390	595,268	582,100	574,127	482,000	482,000	482,000
5 OTHER REVENUE	417	722	104	582	463	463	463
FUND TOTAL REVENUES	589,806	595,990	582,204	574,709	482,463	482,463	482,463
<u>EXPENDITURE SUMMARY</u>							
DEBT SERVICE							
<u>01 TOTAL EXPENSES</u>							
6-BANK CHARGES	0	295	0	693	1,000	1,000	1,000
7-DEBT SERVICE	579,122	582,593	582,204	547,507	481,463	481,463	481,463
TOTAL 01 TOTAL EXPENSES	579,122	582,888	582,204	548,200	482,463	482,463	482,463
TOTAL DEBT SERVICE	579,122	582,888	582,204	548,200	482,463	482,463	482,463
FUND TOTAL EXPENDITURES	579,122	582,888	582,204	548,200	482,463	482,463	482,463
REVENUES OVER/ (UNDER) EXPENDITURES	10,684	13,102	0	26,509	0	0	0

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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08 -DEBT SERVICE FUND

ARY

	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
REVENUES							
<u>0 TAXES</u>							
4001 PROPERTY TAXES	584,287	590,043	582,100	574,127	482,000	482,000	482,000
4003 PENALTY & INTEREST	5,103	5,224	0	0	0	0	0
TOTAL 0 TAXES	589,390	595,268	582,100	574,127	482,000	482,000	482,000
<u>5 OTHER REVENUE</u>							
4501 INTEREST ON CHECKING	417	722	104	582	463	463	463
TOTAL 5 OTHER REVENUE	417	722	104	582	463	463	463
FUND TOTAL REVENUES	589,806	595,990	582,204	574,709	482,463	482,463	482,463

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2015

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08 -DEBT SERVICE FUND  
DIVISION - DEBT SERVICE

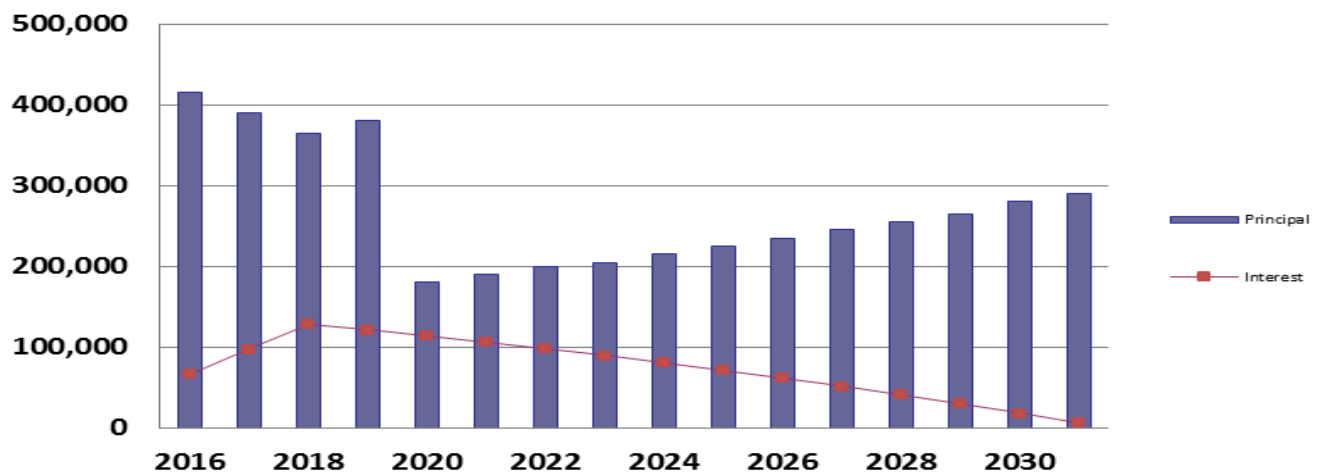
	2012-2013 ACTUAL	2013-2014 ACTUAL	(----- 2014-2015 -----) CURRENT BUDGET	(----- 2014-2015 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2015-2016 -----) CITY ADMIN. RECOMMENDED	(----- 2015-2016 -----) COUNCIL ADOPTED
EXPENDITURES							
<u>01 TOTAL EXPENSES</u>							
=====							
<u>6-BANK CHARGES</u>							
5001-610 BANK CHARGES	0	295	0	693	1,000	1,000	1,000
TOTAL 6-BANK CHARGES	0	295	0	693	1,000	1,000	1,000
<u>7-DEBT SERVICE</u>							
5001-750 BOND PRINCIPAL	455,000	465,000	505,000	534,225	415,000	415,000	415,000
5001-755 BOND INTEREST	124,122	117,593	77,204	13,282	66,463	66,463	66,463
TOTAL 7-DEBT SERVICE	579,122	582,593	582,204	547,507	481,463	481,463	481,463
TOTAL 01 TOTAL EXPENSES	579,122	582,888	582,204	548,200	482,463	482,463	482,463
TOTAL DEBT SERVICE	579,122	582,888	582,204	548,200	482,463	482,463	482,463
FUND TOTAL EXPENDITURES	579,122	582,888	582,204	548,200	482,463	482,463	482,463
REVENUES OVER/ (UNDER) EXPENDITURES	10,684	13,102	0	26,509	0	0	0

## Summary of Debt Service Charges to Maturity

General Obligation Bonds and Certificates of Obligation -Tax Supported

Year Ending September 30th	Outstanding Beginning of Year	Principal	Interest	Total Requirements
2016	4,335,000.00	415,000.00	66,463.00	481,463.00
2017	3,920,000.00	390,000.00	97,445.25	487,445.25
2018	3,530,000.00	365,000.00	128,193.00	493,193.00
2019	3,165,000.00	380,000.00	121,694.50	501,694.50
2020	2,785,000.00	180,000.00	114,538.00	294,538.00
2021	2,605,000.00	190,000.00	106,675.00	296,675.00
2022	2,415,000.00	200,000.00	98,387.50	298,387.50
2023	2,215,000.00	205,000.00	89,781.25	294,781.25
2024	2,010,000.00	215,000.00	80,856.25	295,856.25
2025	1,795,000.00	225,000.00	71,506.00	296,506.00
2026	1,570,000.00	235,000.00	61,731.00	296,731.00
2027	1,335,000.00	245,000.00	51,532.00	296,532.00
2028	1,090,000.00	255,000.00	40,906.00	295,906.00
2029	835,000.00	265,000.00	29,856.00	294,856.00
2030	570,000.00	280,000.00	18,275.00	298,275.00
2031	290,000.00	290,000.00	6,162.00	296,162.00
		4,335,000.00	1,184,001.75	5,519,001.75

**General Debt Service - Tax Supported**



Certificates of Obligation  
2014 Refunding (2009) - \$1,315,000  
Principal Due - February 15

Fiscal Year	Principal	Interest	Total
2016	250,000.00	12,257.00	262,257.00
2017	295,000.00	9,014.25	304,014.25
2018	300,000.00	5,474.00	305,474.00
2019	310,000.00	1,844.50	311,844.50
	<u>1,155,000.00</u>	<u>28,589.75</u>	<u>1,183,589.75</u>

Certificates of Obligation  
Series 2011 - \$4,000,000  
Principal Due - February 15

Fiscal Year	Principal	Interest	Total
2016	165,000.00	54,206.00	219,206.00
2017	95,000.00	88,431.00	183,431.00
2018	65,000.00	122,719.00	187,719.00
2019	70,000.00	119,850.00	189,850.00
2020	180,000.00	114,538.00	294,538.00
2021	190,000.00	106,675.00	296,675.00
2022	200,000.00	98,387.50	298,387.50
2023	205,000.00	89,781.25	294,781.25
2024	215,000.00	80,856.25	295,856.25
2025	225,000.00	71,506.00	296,506.00
2026	235,000.00	61,731.00	296,731.00
2027	245,000.00	51,532.00	296,532.00
2028	255,000.00	40,906.00	295,906.00
2029	265,000.00	29,856.00	294,856.00
2030	280,000.00	18,275.00	298,275.00
2031	290,000.00	6,162.00	296,162.00
	<u>3,180,000.00</u>	<u>1,155,412.00</u>	<u>4,335,412.00</u>

# Utility Debt Service

Utility Debt Service accounts for all funds required to finance the payment of interest and principal on all debt which is retired primarily from revenues or earnings of the City's Utility Fund. Such debt includes the following issues:

## **Utility System Revenue Bonds**

Combination Tax & Revenue Certificates of Obligation, Series 2001 – On June 19, 2001, the City Council passed an ordinance authorizing the issuance of \$5,500,000 in bonds for the purpose of paying all or a portion of the City's contractual obligations incurred with respect to the acquisition, construction and equipment of certain improvements and extensions for the City's water system, to wit: a water storage facility, a booster pump station, water transmission and distribution lines and *water wells* and to pay legal, fiscal and engineering fees in connection with these projects.

Combination Tax & Revenue Refunding Bonds, Series 2013 (Refund 2003B) – On April 15, 2003, the City Council passed an ordinance authorizing the issuance of \$1,600,000 in bonds for the purpose of paying all or a portion of the City's contractual obligations incurred with respect to the acquisition, construction and equipment of the water system improvements, including providing *additional water wells and water lines* and paying legal, fiscal and engineering fees in connection with these projects. On November 6, 2012, the City Council passed an ordinance authorizing the issuance of \$570,000 General Obligation Refunding Bonds, Series 2013 for the purpose of refinancing the Series 2003B previously issued.

Combination Tax & Revenue Certificates of Obligation, Series 2014 (Refund 2004) – On March 23, 2004, the City Council passed an ordinance authorizing the issuance of \$7,160,000 in bonds for the purpose of paying all or a portion of the City's contractual obligations incurred with respect to the acquisition, construction and equipment of certain public improvements for the City including: (i) additional water wells, pumping facilities and water lines to connect the wells to the City's water distribution system, (ii) water line improvements, pumping facilities and storage to provide a *surface water source* for the City and (iii) paying the costs of legal, fiscal and engineering fees in connection with these projects. On April 1, 2014, the City Council passed an ordinance authorizing the issuance of \$5,175,000 General Obligation Refunding Bonds, Series 2014 for the purpose of refinancing the Series 2004 previously issued

Combination Tax & Revenue Certificates of Obligation, Series 2006 – On March 7, 2006, the City Council passed an ordinance authorizing the issuance of \$2,000,000 in bonds for the purpose of paying all or a portion of the City's contractual obligations for (i) the acquisition and construction of *water and sewer line extensions*, (ii) improvements to the streets in the City associated with such utility line extensions and (iii) payment of legal, fiscal and engineering fees in connection with these projects.

Combination Tax & Revenue Certificates of Obligation, Series 2013 – On November 19, 2013, the City Council passed an ordinance authorizing the issuance of \$1,000,000 in bonds for the purpose of paying all or a portion of the City's contractual obligations for (i) the acquisition and construction of *sewer line extensions*, (ii) repairs to the streets in the City associated with such sewer line extensions and (iii) payment of legal, fiscal and engineering fees in connection with these projects.

Capital Lease – On June 3, 2014, the City Council approved a capital lease of \$2,988,450 for the installation of an Advanced Metering Infrastructure (AMI) system.

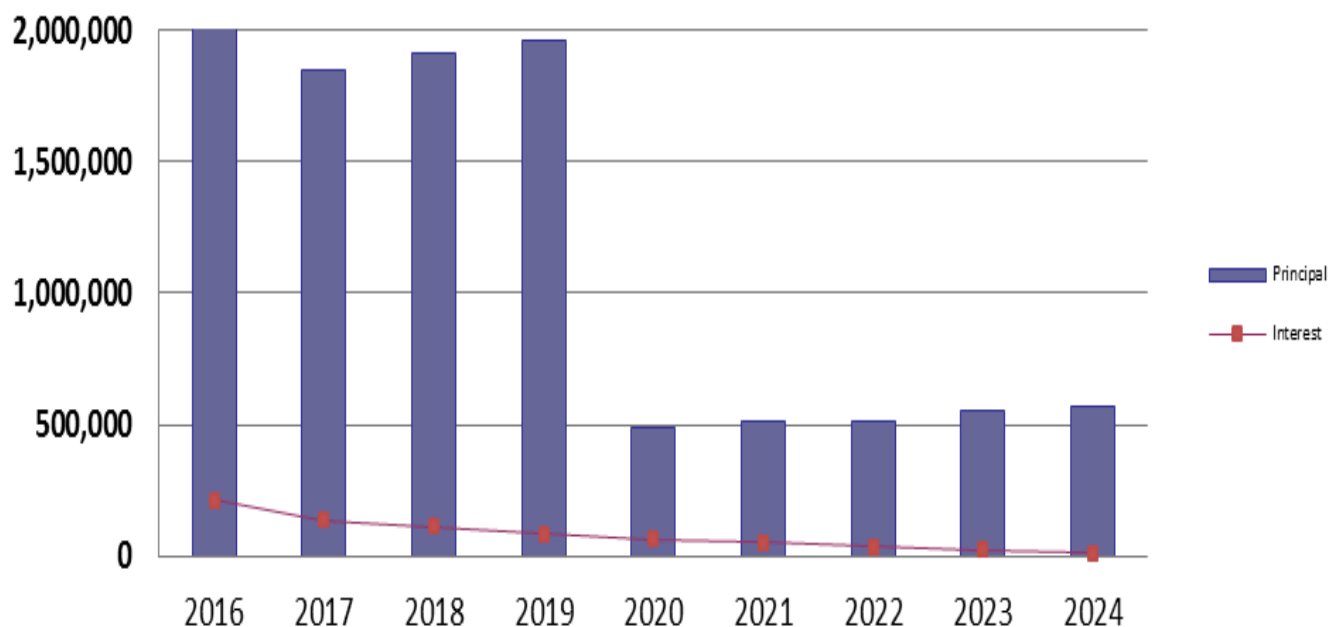


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## Summary of Utility Debt Service Charges to Maturity

Year Ending September 30th	Outstanding Beginning of Year	Principal	Interest	Total Requirements
2016	10,373,834.38	2,027,414.47	212,574.03	2,239,988.50
2017	8,346,419.91	1,846,871.58	138,122.92	1,984,994.50
2018	6,499,548.33	1,910,911.72	110,470.28	2,021,382.00
2019	4,588,636.61	1,957,805.90	82,411.10	2,040,217.00
2020	2,630,830.71	485,811.26	62,556.24	548,367.50
2021	2,145,019.45	509,608.15	50,064.10	559,672.25
2022	1,635,411.30	508,729.04	35,123.46	543,852.50
2023	1,126,682.26	556,065.44	23,902.35	579,967.79
2024	570,616.82	570,616.82	9,682.22	580,299.04
		10,373,834.38	724,906.70	11,098,741.08

### Utility Debt Service





Combination Tax & Revenue  
Certificates of Obligation  
Series 2001 - \$5,500,000  
Principal Due - June 1

Fiscal Year	Principal	Interest	Total
2016	1,095,000.00	50,260.50	1,145,260.50
	1,095,000.00	50,260.50	1,145,260.50

Utility System Revenue  
& Improvement Bonds  
Series 2006 - \$2,000,000  
Principal Due - Feb 15

Fiscal Year	Principal	Interest	Total
2016	240,000.00	4,524.00	244,524.00
	240,000.00	4,524.00	244,524.00

Utility System Revenue  
& Refunding Bonds  
Series 2013 (2003B) - \$570,000  
Principal Due - Feb 15

Fiscal Year	Principal	Interest	Total
2016	35,000.00	9,450.00	44,450.00
2017	225,000.00	6,850.00	231,850.00
2018	230,000.00	2,300.00	232,300.00
	490,000.00	18,600.00	508,600.00

Utility System Revenue  
& Refunding Bonds  
Series 2014 (2004) - \$5,175,000  
Principal Due - Feb 15

Fiscal Year	Principal	Interest	Total
2016	400,000.00	54,621.00	454,621.00
2017	1,370,000.00	44,089.50	1,414,089.50
2018	1,380,000.00	27,727.00	1,407,727.00
2019	1,640,000.00	9,758.00	1,649,758.00
	4,790,000.00	136,195.50	4,926,195.50

Utility System Revenue  
Series 2013 - \$1,000,000  
Principal Due - Feb 15

Fiscal Year	Principal	Interest	Total
2016	20,000.00	24,153.00	44,153.00
2017	20,000.00	23,655.00	43,655.00
2018	20,000.00	23,157.00	43,157.00
2019	20,000.00	22,659.00	42,659.00
2020	170,000.00	20,293.50	190,293.50
2021	175,000.00	15,998.25	190,998.25
2022	180,000.00	11,578.50	191,578.50
2023	185,000.00	7,034.25	192,034.25
2024	190,000.00	2,365.50	192,365.50
	<u>980,000.00</u>	<u>150,894.00</u>	<u>1,130,894.00</u>

Utility System Capital Lease  
Series 2014 - \$2,988,450  
Principal Due - Feb 15/Sept 15

Fiscal Year	Principal	Interest	Total
2016	237,414.47	69,565.53	306,980.00
2017	231,871.58	63,528.42	295,400.00
2018	280,911.72	57,286.28	338,198.00
2019	297,805.90	49,994.10	347,800.00
2020	315,811.26	42,262.74	358,074.00
2021	334,608.15	34,065.85	368,674.00
2022	328,729.04	23,544.96	352,274.00
2023	371,065.44	16,868.10	387,933.54
2024	380,616.82	7,316.72	387,933.54
	<u>2,778,834.38</u>	<u>364,432.70</u>	<u>3,143,267.08</u>

# Enterprise Funds Debt Service

Enterprise Funds Debt Service amounts for all funds required to finance the payment of interest and principal on all debt which is retired primarily from revenues of earning of the City's Enterprise Funds list. Such debt includes the following issues:

## **Airport Fund**

Combination Tax & Revenue Certificates of Obligations, Series 2003A – On March 18, 2003, the City Council passed an ordinance authorizing the issuance of \$275,000 in bonds for the purpose of paying all or portions of the City's contractual obligations for certain public improvements for the City to-wit: the acquisition, construction and equipment of municipal airport improvements, including utility (water and sewer lines) service to the hangers for restrooms, perimeter access pond, rehabilitation of 50' of existing taxiway, drainage improvements and a new t-hanger for the airport.

## **Stormwater Drainage Fund**

Combination Tax & Revenue Certificates to Obligations, Series 2006A – On October 17, 2006, the City Council passed an ordinance authorizing the issuance of \$4,300,000 in bonds for the purpose of paying all or a portion of the City's contractual obligations for stormwater drainage improvements Phase I.

Combination Tax & Revenue Certificates to Obligations, Series 2013 (Refund 2008) – On March 11, 2008, the City Council passed an ordinance authorizing the issuance of \$4,130,000 in bonds for the purpose of paying all or a portion of the City's contractual obligations for stormwater drainage improvements Phase II. On November 6, 2012, the City Council passed an ordinance authorizing the issuance of \$3,910,000 General Obligation Refunding Bonds, Series 2013 for the purpose of refinancing the Series 2008 Bonds previously issued.

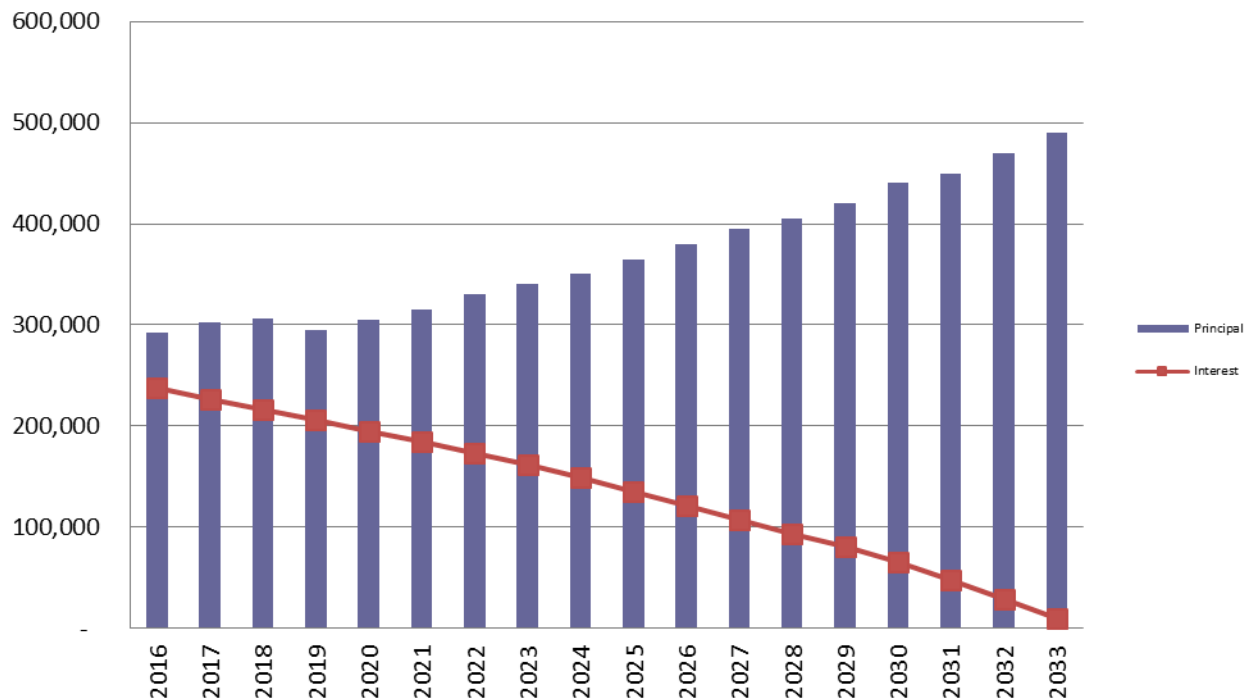


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## Summary of Enterprise Debt Service Charges to Maturity

Year Ending September 30th	Outstanding Beginning of Year	Principal	Interest	Total Requirements
2016	6,650,850	292,000	237,239	529,239
2017	6,358,850	303,000	226,971	529,971
2018	6,055,850	305,850	216,369	522,219
2019	5,750,000	295,000	205,558	500,558
2020	5,455,000	305,000	195,238	500,238
2021	5,150,000	315,000	184,526	499,526
2022	4,835,000	330,000	173,372	503,372
2023	4,505,000	340,000	161,376	501,376
2024	4,165,000	350,000	148,588	498,588
2025	3,815,000	365,000	135,333	500,333
2026	3,450,000	380,000	121,513	501,513
2027	3,070,000	395,000	107,128	502,128
2028	2,675,000	405,000	93,725	498,725
2029	2,270,000	420,000	80,825	500,825
2030	1,850,000	440,000	65,200	505,200
2031	1,410,000	450,000	47,400	497,400
2032	960,000	470,000	29,000	499,000
2033	490,000	490,000	9,800	499,800
		6,650,850	2,439,160	9,090,010

## Enterprise Revenue Debt Service





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Airport Combination Tax & Revenue Certificates of Obligation  
Series 2003A - \$275,000  
Principal Due - June 1

Fiscal Year	Principal	Interest	Total
2016	22,000.00	2,634.60	24,634.60
2017	23,000.00	1,754.60	24,754.60
2018	20,850.00	834.60	21,684.60
	<u>65,850.00</u>	<u>5,223.80</u>	<u>71,073.80</u>

Combination Tax & Revenue Certificates of Obligation  
Series 2006A - \$4,300,000  
Principal Due - February 15

Fiscal Year	Principal	Interest	Total
2016	200,000.00	112,504.00	312,504.00
2017	205,000.00	104,566.00	309,566.00
2018	215,000.00	96,334.00	311,334.00
2019	220,000.00	87,808.00	307,808.00
2020	230,000.00	78,988.00	308,988.00
2021	240,000.00	69,776.00	309,776.00
2022	250,000.00	60,172.00	310,172.00
2023	260,000.00	50,176.00	310,176.00
2024	270,000.00	39,788.00	309,788.00
2025	280,000.00	29,008.00	309,008.00
2026	295,000.00	17,738.00	312,738.00
2027	305,000.00	5,978.00	310,978.00
	<u>2,970,000.00</u>	<u>752,836.00</u>	<u>3,722,836.00</u>

Combination Tax & Revenue Certificates of Obligation

2013 Refunding (2008) - \$3,910,000

Principal Due - February 15

Fiscal Year	Principal	Interest	Total
2016	70,000.00	122,100.00	192,100.00
2017	75,000.00	120,650.00	195,650.00
2018	70,000.00	119,200.00	189,200.00
2019	75,000.00	117,750.00	192,750.00
2020	75,000.00	116,250.00	191,250.00
2021	75,000.00	114,750.00	189,750.00
2022	80,000.00	113,200.00	193,200.00
2023	80,000.00	111,200.00	191,200.00
2024	80,000.00	108,800.00	188,800.00
2025	85,000.00	106,325.00	191,325.00
2026	85,000.00	103,775.00	188,775.00
2027	90,000.00	101,150.00	191,150.00
2028	405,000.00	93,725.00	498,725.00
2029	420,000.00	80,825.00	500,825.00
2030	440,000.00	65,200.00	505,200.00
2031	450,000.00	47,400.00	497,400.00
2032	470,000.00	29,000.00	499,000.00
2033	490,000.00	9,800.00	499,800.00
	<u>3,615,000.00</u>	<u>1,681,100.00</u>	<u>5,296,100.00</u>





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# PERSONNEL

<b>FULL TIME EMPLOYEE HISTORY</b>	<b>APPROVED CITY EMPLOYEE POSITIONS</b>				<b>Recommended FY15-16</b>	<b>Requested FY15-16</b>
	<b>FY11-12</b>	<b>FY12-13</b>	<b>FY13-14</b>	<b>FY14-15</b>		
<b>DEPARTMENT</b>						
<b><u>ADMINISTRATION</u></b>						
City Administrator	1	1	1	1	1	1
Administrative Assistant	-	-	-	-	1	1
City Secretary	1	1	1	1	1	1
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b><u>FINANCE</u></b>						
Finance	3	3	3	3	3	3
Information Technology	1	1	1	1	1	2
Purchasing	1	1	1	1	1	1
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>
<b><u>PERSONNEL</u></b>						
Human Resources	1	1	1	1	1	1
MSC	1	1	1	1	1	1
City Hall	1	1	1	1	1	2
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b><u>COMMUNITY SERVICES</u></b>						
Recreation	5	5	5	4	4	5
Park Maintenance	6	5	5	5	5	6
Cemetery	2	2	2	2	2	2
Library	3	3	3	3	3	3
Streets	7	7	7	7	7	7
Senior Citizens Recreation	1	1	1	1	1	1
<b>TOTAL</b>	<b>24</b>	<b>23</b>	<b>23</b>	<b>22</b>	<b>22</b>	<b>24</b>
<b><u>FIRE</u></b>						
Administration	2	2	2	3	3	3
Prevention	2	2	2	2	2	2
Suppression	14	14	14	14	14	20
Emergency Medical	13	13	13	13	13	13
<b>TOTAL</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>32</b>	<b>32</b>	<b>38</b>
<b><u>POLICE</u></b>						
Administration	3	3	3	3	3	3
Administrative Assistant	-	-	-	-	-	1
Patrol	25	25	25	25	25	31
Communications	8	8	12	12	12	12
Support Services	2	2	2	2	2	3
C.I.D.	6	7	7	7	7	7
Prof. Stand	3	3	3	3	3	3
Animal Control	2	2	2	2	2	2
Public Safety	1	1	1	0	0	0
<b>TOTAL</b>	<b>50</b>	<b>51</b>	<b>55</b>	<b>54</b>	<b>54</b>	<b>62</b>
<b><u>PLANNING &amp; BUILDING SERVICES</u></b>						
Admin.& Planning	2	2	2	2	1	1
Administrative Assistant	-	-	-	-	1	1
Inspections	2	2	2	2	2	2
Code Enforcement	1	1	1	1	1	1
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b><u>WATER &amp; WASTEWATER</u></b>						
Water Administration	1	1	1	2	3	3
City Engineer	-	-	-	-	1	1
Water Production	3	3	3	3	3	3
Water Distribution	6	5	6	6	6	6
Customer Service	3	3	3	3	3	3
Wastewater Collection	5	6	5	5	5	5
Wastewater Treatment	0	0	0	0	0	0
Pollution Control	0	0	0	0	0	0
Utility Billing	2	2	2	2	2	2
<b>TOTAL</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>21</b>	<b>23</b>	<b>23</b>
<b><u>SOLID WASTE</u></b>						
Landfill	2	2	2	3	3	3
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Grand Total</b>	<b>142</b>	<b>142</b>	<b>146</b>	<b>147</b>	<b>150</b>	<b>168</b>

## PERSONNEL REQUESTS

FUND	DEPT	DESCRIPTION	INCLUDED 2015-2016	NOT INCLUDED	REQUESTED 2015-2016
<b>ADMINISTRATION</b>					
5101	COUNCIL	WEB MANAGER		45,000	45,000
5102	ADMIN	ADMINISTRATIVE ASSISTANT	48,000		48,000
5105	MUN BLD, MSC, LIBRARY	JANITOR (PART-TIME TO FULL-TIME)		30,000	30,000
TOTAL ADMINISTRATION			48,000	75,000	123,000
<b>PARKS &amp; RECREATION</b>					
5501	ADMIN	RECREATION COORDINATOR AQUATIC/ATHLETIC		46,379	46,379
5502	PARK	FACILITIES MAINTENANCE DEPARTMENT/MGR		48,000	48,000
TOTAL PARK & RECREATION			-	94,379	94,379
<b>FIRE AND EMS</b>					
56xx	ALL DEPARTMENTS	INCREASE MINIMUM STAFFING TO 9EA (6 NEW EE)		325,944	325,944
5601	ADMIN	ASST FIRE CHIEF		93,500	93,500
TOTAL FIRE AND EMS			-	419,444	419,444
<b>POLICE</b>					
5709	PUBLIC SAFETY CLERICAL	ADMINISTRATIVE ASSISTANT	-	48,000	48,000
5702	PATROL	POLICE OFFICER- K9 UNIT		59,000	59,000
5702	PATROL	POLICE OFFICERS (4) SERGEANT (1) H.E.A.T.		324,000	324,000
5704	SUPPORT SERVICES	RECORDS CLERK (FULL TIME)		45,061	45,061
TOTAL POLICE			-	369,061	369,061
<b>COMMUNITY DEVELOPMENT</b>					
5801	ADMIN	ADMINISTRATIVE ASSISTANT	48,000		48,000
TOTAL COMMUNITY DEVELOPMENT			48,000	-	48,000
	TOTAL GENERAL FUND		96,000	588,823	684,823
<b>WATER/WASTEWATER</b>					
5000	ADMIN	CITY ENGINEER	98,100		98,100
TOTAL WATER/WASTEWATER			98,100	-	98,100
TOTAL ALL FUNDS			242,100	1,546,707	1,788,807

**GENERAL PAY PLAN**

**FINANCE AND ADMINISTRATION**

			<b>2015-2016</b>			
POSITION			Starting	Min	Mid	Max
Clerk I	Non-Exempt 8-5	Annual		\$17,500	\$18,375	\$19,294
		Monthly		\$1,458	\$1,531	\$1,608
		Hourly		\$8.41	\$8.83	\$9.28
Clerk II	Non-Exempt 8-5	Annual		\$23,718	\$24,904	\$26,149
		Monthly		\$1,977	\$2,075	\$2,179
		Hourly		\$11.40	\$11.97	\$12.57
Clerk III	Non-Exempt 8-5	Annual		\$31,385	\$32,954	\$34,601
		Monthly		\$2,615	\$2,746	\$2,883
		Hourly		\$15.09	\$15.84	\$16.64
Accountant	Non-Exempt 8-5	Annual		\$35,160	\$36,917	\$38,762
		Monthly		\$2,930	\$3,076	\$3,230
		Hourly		\$16.90	\$17.75	\$18.64
Purchasing Manager	Exempt	Annual		\$40,200	\$42,316	\$44,543
Human Resources Manager		Monthly		\$3,350	\$3,526	\$3,712
Senior Accountant		Hourly		\$19.33	\$20.34	\$21.42
IT Manager	Exempt	Annual		\$44,378	\$46,596	\$48,925
		Monthly		\$3,698	\$3,883	\$4,077
		Hourly		\$21.34	\$22.40	\$23.52
Director	Exempt	Annual				\$90,160
		Monthly				\$7,513
		Hourly				\$43.35
City Secretary	Exempt	Annual				\$66,600
		Monthly				\$5,550
		Hourly				\$32.02
City Administrator	Exempt	Annual				\$120,500
		Monthly				\$10,042
		Hourly				\$57.93

**COMMUNITY DEVELOPMENT**

			<b>2015-2016</b>			
POSITION			Min	Mid	Mid	Max
Code Compliance Inspector	Non-Exempt 8-5	Annual	\$28,250	\$29,661	\$31,144	\$32,700
		Monthly	\$2,354	\$2,472	\$2,595	\$2,725
		Hourly	\$13.58	\$14.26	\$14.97	\$15.72
Building Inspector	Non-Exempt 8-5	Annual	\$39,312	\$41,277	\$43,340	\$45,236
		Monthly	\$3,276	\$3,440	\$3,612	\$3,770
		Hourly	\$18.90	\$19.84	\$20.84	\$21.75
Planner/GIS	Exempt	Annual	\$44,906	\$47,150	\$47,459	\$49,957
		Monthly	\$3,742	\$3,929	\$3,955	\$4,163
		Hourly	\$21.59	\$22.67	\$22.82	\$24.02
Building Official	Exempt	Annual				\$48,156
		Monthly				\$4,013
		Hourly				\$23.15
Director	Exempt	Annual				\$85,865
		Monthly				\$7,155
		Hourly				\$41.28

**GENERAL PAY PLAN**

**RECREATION**

**2015-2016**

POSITION			Min	Mid	Mid	Max
Clerk	Non-Exempt 8-5	Annual	\$24,277	\$25,490	\$26,764	\$28,102
		Monthly	\$2,023	\$2,124	\$2,230	\$2,342
		Hourly	\$11.67	\$12.25	\$12.87	\$13.51
Athletic Coordinator Sr Citizens Center Coordinator	Non-Exempt 8-5	Annual		\$24,000	\$32,681	\$36,770
		Monthly		\$2,000	\$2,723	\$3,064
		Hourly		\$11.54	\$15.71	\$17.68
Recreation Superintendent	Exempt	Annual				\$49,956
		Monthly				\$4,163
		Hourly				\$24.02
Director	Exempt	Annual				\$85,865
		Monthly				\$7,155
		Hourly				\$41.28

**LIBRARY**

**2015-2016**

POSITION			Min	Mid	Mid	Max
Clerk	Non-Exempt 8-5	Annual	\$24,277	\$25,491	\$26,765	\$28,102
		Monthly	\$2,023	\$2,124	\$2,230	\$2,342
		Hourly	\$11.67	\$12.26	\$12.87	\$13.51
Librarian	Exempt	Annual				\$45,819
		Monthly				\$3,818
		Hourly				\$22.03

**MAINTAINANCE**

**2015-2016**

With Certification Pay

POSITION			Min	Mid	Mid	Max	Certificates	Maximum
Laborer II	Non-Exempt 8-5	Annual	\$25,086	\$26,340	\$27,657	\$29,040		\$29,040
		Monthly	\$2,091	\$2,195	\$2,305	\$2,420		\$2,420
		Hourly	\$12.06	\$12.66	\$13.30	\$13.96		\$13.96
Light Equipment Operator	Non-Exempt 8-5	Annual	\$29,644	\$31,126	\$32,681	\$33,290		\$33,650
		Monthly	\$2,470	\$2,594	\$2,723	\$2,774	\$30	\$2,804
		Hourly	\$14.25	\$14.96	\$15.71	\$16.00		\$16.18
Park Supervisor Cemetery Supervisor	Non-Exempt 8-5	Annual	\$36,270	\$38,083	\$39,987	\$43,031		\$43,391
		Monthly	\$3,023	\$3,174	\$3,332	\$3,586	\$30	\$3,616
		Hourly	\$17.44	\$18.31	\$19.22	\$20.69		\$20.86
Supervisor	Non-Exempt 8-5	Annual	\$38,728	\$40,664	\$42,696	\$44,830		\$44,830
		Monthly	\$3,227	\$3,389	\$3,558	\$3,736		\$3,736
		Hourly	\$18.62	\$19.55	\$20.53	\$21.55		\$21.55
Parks Superintendent	Exempt	Annual				\$56,006		\$56,006
		Monthly				\$4,667		\$4,667
		Hourly				\$26.93		\$26.93

# GENERAL PAY PLAN

## STREET

			2015-2016				With Certification Pay	
POSITION			Min	Mid	Mid	Max	Certificates	Maximum
Laborer II	Non-Exempt 8-5	Annual	\$25,086	\$26,340	\$27,657	\$29,040		\$29,040
		Monthly	\$2,091	\$2,195	\$2,305	\$2,420		\$2,420
		Hourly	\$12.06	\$12.66	\$13.30	\$13.96		\$13.96
Light Equipment Operator	Non-Exempt 8-5	Annual	\$27,639	\$28,825	\$30,640	\$31,790		\$31,790
		Monthly	\$2,303	\$2,402	\$2,553	\$2,649		\$2,649
		Hourly	\$13.29	\$13.86	\$14.73	\$15.28		\$15.28
Heavy Equipment Operator	Non-Exempt 8-5	Annual	\$32,930	\$34,576	\$36,304	\$38,121		\$38,121
		Monthly	\$2,744	\$2,881	\$3,025	\$3,177		\$3,177
		Hourly	\$15.83	\$16.62	\$17.45	\$18.33		\$18.33
Crew Leader	Non-Exempt 8-5	Annual				\$43,986		\$43,986
		Monthly				\$3,666		\$3,666
		Hourly				\$21.15		\$21.15
Street Superintendent	Exempt	Annual				\$56,006		\$56,006
		Monthly				\$4,667		\$4,667
		Hourly				\$26.93		\$26.93

## PUBLIC WORKS

			2015-2016				With Certification Pay	
POSITION			Min	Mid	Mid	Max	Certificates	Maximum
Laborer I	Non-Exempt 8-5	Annual	\$16,258	\$17,070	\$17,923	\$18,819		\$19,899
		Monthly	\$1,355	\$1,423	\$1,494	\$1,568	\$90	\$1,658
		Hourly	\$7.82	\$8.21	\$8.62	\$9.04		\$7.22
Light Equipment Operator	Non-Exempt 8-5	Annual	\$28,825	\$31,100	\$33,000	\$42,581		\$43,661
		Monthly	\$2,402	\$2,592	\$2,750	\$3,548	\$90	\$3,638
		Hourly	\$13.86	\$14.95	\$15.87	\$20.47		\$20.99
Heavy Equipment Operator	Non-Exempt 8-5	Annual	\$31,730	\$35,000	\$34,910	\$36,655		\$37,735
		Monthly	\$2,644	\$2,917	\$2,909	\$3,055	\$90	\$3,145
		Hourly	\$15.25	\$16.83	\$16.78	\$17.62		\$18.14
Crew Leader	Non-Exempt 8-5	Annual	\$37,999	\$39,898	\$41,892	\$43,986		\$45,066
		Monthly	\$3,167	\$3,325	\$3,491	\$3,666	\$90	\$3,756
		Hourly	\$18.27	\$19.18	\$20.14	\$21.15		\$21.67
Customer Service Supervisor	Non-Exempt 8-5	Annual	\$39,433	\$41,404	\$43,473	\$45,646		\$46,726
		Monthly	\$3,286	\$3,450	\$3,623	\$3,804	\$90	\$3,894
		Hourly	\$18.96	\$19.91	\$20.90	\$21.95		\$22.46

## GENERAL PAY PLAN

### WATER SYSTEM

2015-2016							With Certification Pay
Water Plant Operator I	Non-Exempt 8-5	Annual	\$32,530	\$34,156	\$35,863	\$37,655	\$38,735
		Monthly	\$2,711	\$2,846	\$2,989	\$3,138	\$90 \$3,228
		Hourly	\$15.64	\$16.42	\$17.24	\$18.10	\$18.62
Water Plant Operator II	Non-Exempt 8-5	Annual	\$36,869	\$38,712	\$40,646	\$42,678	\$43,758
		Monthly	\$3,072	\$3,226	\$3,387	\$3,556	\$90 \$3,646
		Hourly	\$17.73	\$18.61	\$19.54	\$20.52	\$21.04
Water Plant Supervisor	Non-Exempt 8-5	Annual				\$53,850	\$54,930
		Monthly				\$4,488	\$90 \$4,578
		Hourly				\$25.89	\$26.41
Water/WWtr Superintendent	Exempt	Annual				\$56,945	\$58,025
		Monthly				\$4,745	\$90 \$4,835
		Hourly				\$27.38	\$27.90
Planner/GIS	Exempt	Annual	\$44,906	\$47,150	\$47,459	\$49,957	
		Monthly	\$3,742	\$3,929	\$3,955	\$4,163	
		Hourly	\$21.59	\$22.67	\$22.82	\$24.02	
Administrative Assistant	Non-Exempt 8-5	Annual				\$34,500	
		Monthly				\$2,875	
		Hourly				\$16.59	
Director	Exempt	Annual				\$94,500	
		Monthly				\$7,875	
		Hourly				\$45.43	

### LANDFILL

2015-2016							With Certification Pay
Gate Attendant	Non-Exempt 8-5	Annual	\$25,990	\$27,000	\$29,835	\$32,968	\$34,048
		Monthly	\$2,166	\$2,250	\$2,486	\$2,747	\$90 \$2,837
		Hourly	\$12.50	\$12.98	\$14.34	\$15.85	\$16.37
Heavy Equipment Operator	Non-Exempt 8-5	Annual	\$29,933	\$31,429	\$33,000	\$35,000	\$36,080
		Monthly	\$2,494	\$2,619	\$2,750	\$2,917	\$90 \$3,007
		Hourly	\$14.39	\$15.11	\$15.87	\$16.83	\$17.35
Landfill Supervisor	Non-Exempt 8-5	Annual				\$46,230	\$47,310
		Monthly				\$3,853	\$90 \$3,943
		Hourly				\$22.23	\$22.75



**PUBLIC SAFETY PAY PLAN**

**FIRE STEPS**

			2015-2016					With Certification Pay		
POSITION			Starting	Min	Mid	Mid	Max	Paramedic	3 Certificates	Maximum
Firefighter/EMT	Non-Exempt	Annual	\$40,555	\$42,581	\$42,581	\$44,704	\$47,265			\$51,345
	Shift 24/48	Monthly	\$3,380	\$3,548	\$3,548	\$3,725	\$3,939	\$250	\$90	\$4,279
	27 day w/OT	Hourly	\$14.71	\$15.44	\$15.44	\$16.21	\$17.14			\$18.62

**FIRE RANKS**

			2015-2016				With Certification Pay		
POSITION			Min	Mid	Max		Paramedic	3 Certificates	Maximum
Fire Lieutenant	Non-Exempt	Annual	\$50,460	\$53,139	\$55,795				\$59,875
	Shift 24/48	Monthly	\$4,205	\$4,428	\$4,650		\$250	\$90	\$4,990
	27 day w/OT	Hourly	\$18.30	\$19.27	\$20.23				\$21.71
Fire Inspector	Non-Exempt 8-5	Annual			\$55,795				\$59,875
		Monthly			\$4,650		\$250	\$90	\$4,990
		Hourly			\$26.82				\$28.79
Fire Captain (Training Officer)	Non-Exempt 8-5	Annual	\$48,518	\$50,943	\$53,489				\$57,569
		Monthly	\$4,043	\$4,245	\$4,457		\$250	\$90	\$4,797
		Hourly	\$17.59	\$18.47	\$25.72				\$27.68
Fire Captain	Non-Exempt	Annual	\$55,924	\$58,867	\$61,966				\$60,004
	Shift 24/48	Monthly	\$4,660	\$4,906	\$5,164		\$250	\$90	\$5,000
	27 day w/OT	Hourly	\$20.28	\$21.35	\$22.47				\$21.76
Fire Marshal	Non-Exempt 8-5	Annual	\$55,095	\$57,849	\$60,740				\$59,175
		Monthly	\$4,591	\$4,821	\$5,062		\$250	\$90	\$4,931
		Hourly	\$19.98	\$20.98	\$29.20				\$21.46
Fire Battalion Chief	Non-Exempt	Annual	\$63,410	\$66,579	\$66,579				\$70,659
	Shift 24/48	Monthly	\$5,284	\$5,548	\$5,548		\$250	\$90	\$5,888
	27 day w/OT	Hourly	\$22.99	\$24.14	\$24.14				\$25.62
Chief	Exempt	Annual			\$93,334				\$93,334
		Monthly			\$7,778				\$7,778
		Hourly			\$44.87				\$44.87

**PUBLIC SAFETY PAY PLAN**

**POLICE CIVILIANS**

			2015-2016		With Certification Pay		
POSITION			Min	Max	Investigator Pay	3 Certificates	Maximum
Records Clerk Property/Crime Scene Tech	Non-Exempt 8-5	Annual	\$32,000	\$36,000			\$36,000
		Monthly	\$2,667	\$3,000			\$3,000
		Hourly	\$15.38	\$17.31			\$17.31
Administrative Assistant	Non-Exempt 8-5	Annual	\$32,858	\$34,500			\$34,500
		Monthly	\$2,738	\$2,875			\$2,875
		Hourly	\$11.91	\$16.59			\$16.59
Animal Control Officer	Non-Exempt 12/10 Shift	Annual	\$29,657	\$32,806			\$33,886
		Monthly	\$2,471	\$2,734		\$90	\$2,824
		Hourly	\$14.26	\$15.77			\$16.29

**POLICE STEPS**

			2015-2016				With Certification Pay		
POSITION			Starting	Min	Mid	Max	Investigator Pay	3 Certificates	Maximum
Dispatcher	Non-Exempt 12 Hour Shift	Annual	\$31,045	\$33,917	\$35,613	\$37,664			\$38,744
		Monthly	\$2,587	\$2,826	\$2,968	\$3,139		\$90	\$3,229
		Hourly	\$14.93	\$12.30	\$17.12	\$18.11			\$18.63
Dispatcher Supervisor	Non-Exempt 12 Hour Shift	Annual				\$41,449			
		Monthly				\$3,454			
		Hourly				\$19.93			
Police Cadet	Non-Exempt 80/14 Day Cycle 12 Hour Shift	Annual	\$39,211						\$39,211
		Monthly	\$3,268						\$3,268
		Hourly	\$18.85						\$18.85
Police Officer Investigator	Non-Exempt 80/14 Day Cycle 12 Hour Shift	Annual	\$41,700	\$43,784	\$44,385	\$46,860			\$52,725
		Monthly	\$3,475	\$3,649	\$3,699	\$3,905	\$200	\$90	\$4,394
		Hourly	\$20.05	\$21.05	\$21.34	\$22.53			\$25.35

**POLICE RANKS**

			2015-2016			With Certification Pay		
POSITION			Min	Mid	Max	Investigator Pay	3 Certificates	Maximum
Detective Sergeant	Non-Exempt 8-5 80/14 Day Cycle 12 Hour Shift	Annual	\$45,503	\$45,503	\$55,135			\$56,215
		Monthly	\$3,792	\$3,792	\$4,595		\$90	\$4,685
		Hourly	\$21.88	\$21.88	\$26.51			\$27.03
Patrol Sergeant	Non-Exempt 8-5 80/14 Day Cycle 12 Hour Shift	Annual	\$52,260	\$54,872	\$59,241			\$60,321
		Monthly	\$4,355	\$4,573	\$4,937		\$90	\$5,027
		Hourly	\$25.12	\$26.38	\$28.48			\$29.00
Police Lieutenant	Non-Exempt 80/14 Day Cycle 12 Hour Shift	Annual	\$64,228	\$68,128	\$68,128			\$69,208
		Monthly	\$5,352	\$5,677	\$5,677		\$90	\$5,767
		Hourly	\$30.88	\$32.75	\$32.75			\$33.27
Police Deputy Chief	Exempt	Annual	\$71,749	\$75,335	\$79,100			\$80,180
		Monthly	\$5,979	\$6,278	\$6,592		\$90	\$6,682
		Hourly	\$34.49	\$36.22	\$38.03			\$38.55
Chief	Exempt	Annual			\$99,761			\$99,761
		Monthly			\$8,313			\$8,313
		Hourly			\$47.96			\$47.96



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## **DISCLOSURE OF EMPLOYEE BENEFITS**

**PAID VACATION:** 2 Weeks per fiscal year; 3 Weeks per year after 10 years of service.

**SICK LEAVE:** 10 Days per fiscal year accumulative to 120 working days.

**PAID HOLIDAYS:** 13 Holidays per year

**WORKER'S COMPENSATION INSURANCE:** All employees are covered as of employment date.

**FICA CONTRIBUTIONS:** Social Security and Medicare tax contributions are maintained on all employees.

**GROUP HOSPITALIZATION :** Coverage available as of the first day of the month following hire date with the City. City currently pays for employee coverage; dependent coverage available through payroll deductions by means of straight purchase or through the Section 125 Plan.

**CAREFLITE:** Coverage available as of the first day of the month following hire date with the City. City currently pays for employee coverage and their households including college students. Individuals with Medicaid are not eligible for a CareFlite membership by state law.

**DENTAL INSURANCE:** Coverage available as of the first day of the month following hire date with the City. City currently pays for employee coverage; dependent coverage available through payroll deductions by means of straight purchase or through the Section 125 Plan.

**VOLUNTARY INSURANCE:** There are several voluntary insurance plans to choose from such as additional life, Long-Term Disability, Short-Term Disability, AD&D, Cancer, Heart/Stroke, and plans for your spouse and children.

**T.M.R.S. RETIREMENT:** 6 % payroll deduction with two times matching amount made by City. 20 year retirement with completion of 20 years of creditable service with the Texas Municipal Retirement System.

**DEATH BENEFIT:** The City provides a death benefit through TMRS in the amount of one times the annual salary.

**LONGEVITY PAY:** \$4.00 per month for each year of service years 1 through 10. \$6.00 per month for each year after 10 years of service.

**TUITION REIMBURSEMENT:** \$400.00 per semester for accredited courses completed with a "C" or better. Employees are eligible after completion of one year of service and courses must apply to position.

**DEFERRED COMPENSATION/CAFETERIA PLAN:** Employees are eligible to participate in a Section 457 Deferred Compensation plan and a Section 125 Cafeteria Plan.

**CREDIT UNION:** Employees are eligible to enroll with the Members Trust Credit Union.

**PAY PLAN:** Administered by City Council.

**SERVICE AWARDS:** Given annually for 5, 10, 15, 20, 25 ... years of service with the City.

**UNIFORMS:** Furnished to Fire, Ambulance, Cemetery, Parks & Recreation, Police, Street, Landfill, Water, and Wastewater Departments (See Department Director).

**BONDS:** Professional and general liability is maintained on all employees.

**CERTIFICATION PAY:** Paid to employees within the Fire, Police and Water/Wastewater Department. The City pays \$30.00 for each certification over the minimum required for a position. A maximum of three certifications will be paid.

## HOLIDAY SCHEDULE

<b><u>Holiday</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>
1. Veterans Day	November 11 <sup>th</sup> (Wednesday)	
2. Thanksgiving	November 26 <sup>th</sup> (Thursday)	
3. Day after Thanksgiving	November 27 <sup>th</sup> (Friday)	
4. Christmas Holiday	December 24 <sup>th</sup> (Thursday)	
5. Christmas Holiday	December 25 <sup>th</sup> (Friday)	
6. New Year's Day		January 1 <sup>st</sup> (Friday)
7. Martin Luther King Day		January 18 <sup>th</sup> (Monday)
8. Presidents' Day		February 15 <sup>th</sup> (Monday)
9. Good Friday		March 25 <sup>th</sup> (Friday)
10. Memorial Day		May 30 <sup>th</sup> (Monday)
11. Independence Day		July 4 <sup>th</sup> (Monday)
12. Labor Day		September 5 <sup>th</sup> (Monday)
13. Floating Holiday *		

\*Taken at employee's discretion, with approval of his/her supervisor.\*



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**CITY OF STEPHENVILLE**  
**Supplemental Pay**  
**FOR FISCAL YEAR 2015-2016**

<b>Certificate Pay</b>	<b># Employees</b>	<b>Monthly Pay</b>
<b><u>Parks &amp; Recreation:</u></b>		
Pesticide Applicator	1	30
Aquatic Facilities	2	30
<b><u>Public Works:</u></b>		
Groundwater C	8	30
Groundwater B	6	30
Groundwater A	0	90
Wastewater Collection II	4	30
Wastewater Collection III	4	30
<b><u>Fire:</u></b>		
Paramedic	21	250
Masters	2	30
Advanced	16	30
Intermediate	21	30
EMS Instructor	5	30
Fire Investigator	3	30
<b><u>Police:</u></b>		
Dispatch Intermediate	5	30
Dispatch Advanced	5	30
Dispatch Master	4	30
Peace Officer Intermediate	24	30
Peace Officer Advanced	23	30
Peace Officer Master	15	30
Investigator Stipend	4	200
Animal Control Intermediate	0	30
Animal Control Advanced	0	30

<b>Longevity Pay*</b>	<b># Employees</b>	<b>Current Monthly Pay*</b>
Year 0- 1	5	0
Year 1	4	4
Year 2 to 5	35	4
Year 6 to 10	36	4
Year 11 to 15	26	6
Year 16 to 25	24	6
Year 26 to Retirement	17	6

**\* Per month for each year of service .**  
**State law requires \$4 per month for each year**  
**of service for public safety.**

## **CITY OF STEPHENVILLE**

### **Health Insurance**

#### **For FISCAL YEAR 2015-2016**

Coverage	# Employees	Current Monthly Cost Standard Plan
Employees	141	\$ 495.97
Spouse	1	\$ 724.82
Children	7	\$ 378.68
Family	0	\$ 1,103.21

### **Dental Insurance**

#### **For FISCAL YEAR 2015-16**

Coverage	# Employees	Current Monthly Cost
Employees	141	\$ 24.93
Spouse	22	\$ 25.40
Children	13	\$ 41.73
Family	28	\$ 67.13



## **CITY PERSONNEL WHO TAKE HOME CITY VEHICLES**

### **POLICE DEPARTMENT:**

1. C.I.D. Investigator on call, who resides within city limits.

### **PARKS & RECREATION DEPARTMENT:**

1. Park Superintendent

### **CEMETERY DEPARTMENT:**

1. Cemetery Superintendent

### **STREET DEPARTMENT:**

1. Street Superintendent
2. On call employee, who resides within city limits.

### **UTILITIES DEPARTMENT:**

1. Utilities Superintendent
2. On call employees (2), who resides within city limits.

## **City of Stephenville Pay Dates October 2015- September 2016**

October

9

23

April

8

22

November

6

20

May

6

20

December

4

18

June

3

17

January

1

15

29

July

1

15

29

February

12

26

August

12

26

March

11

25

September

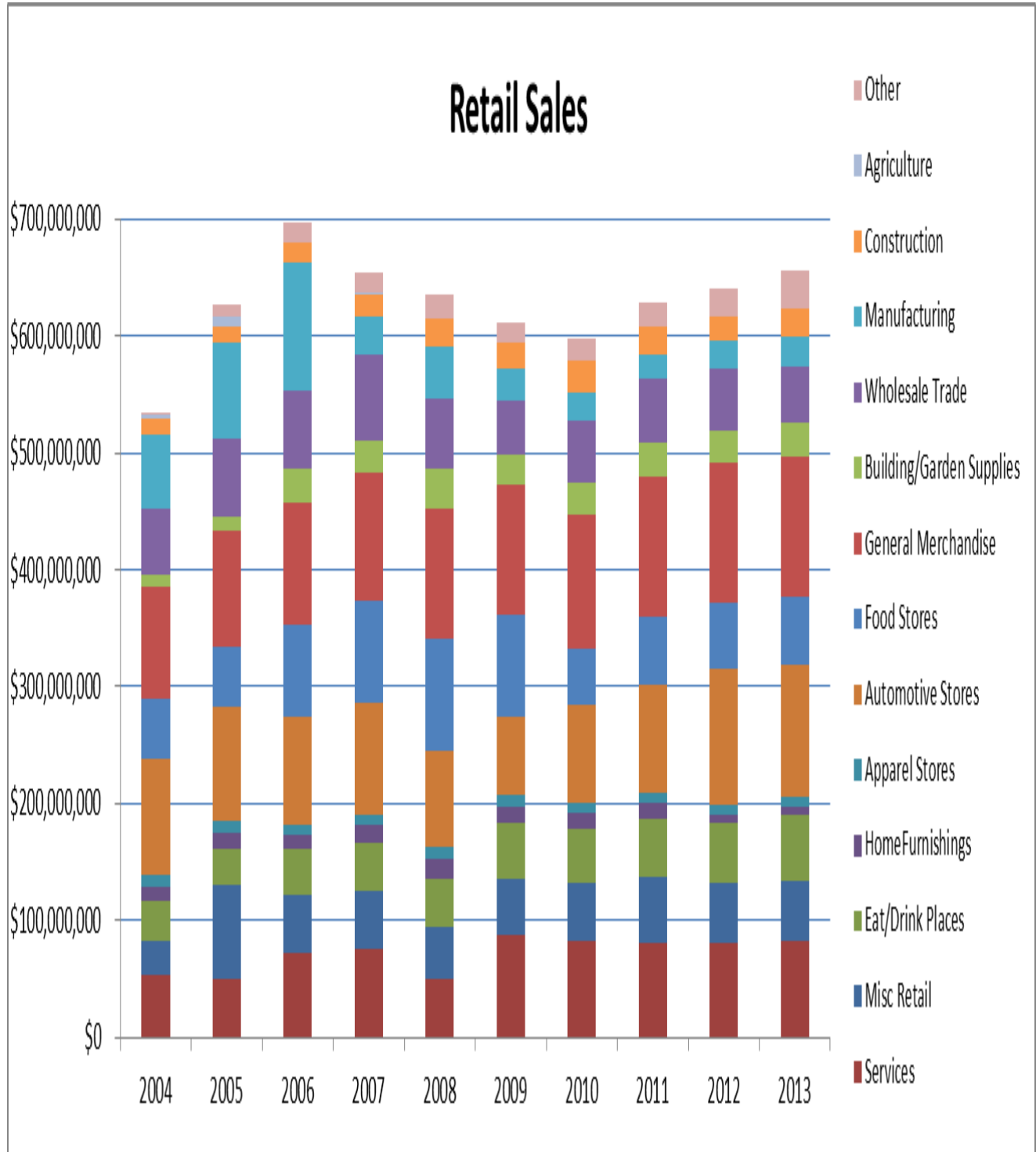
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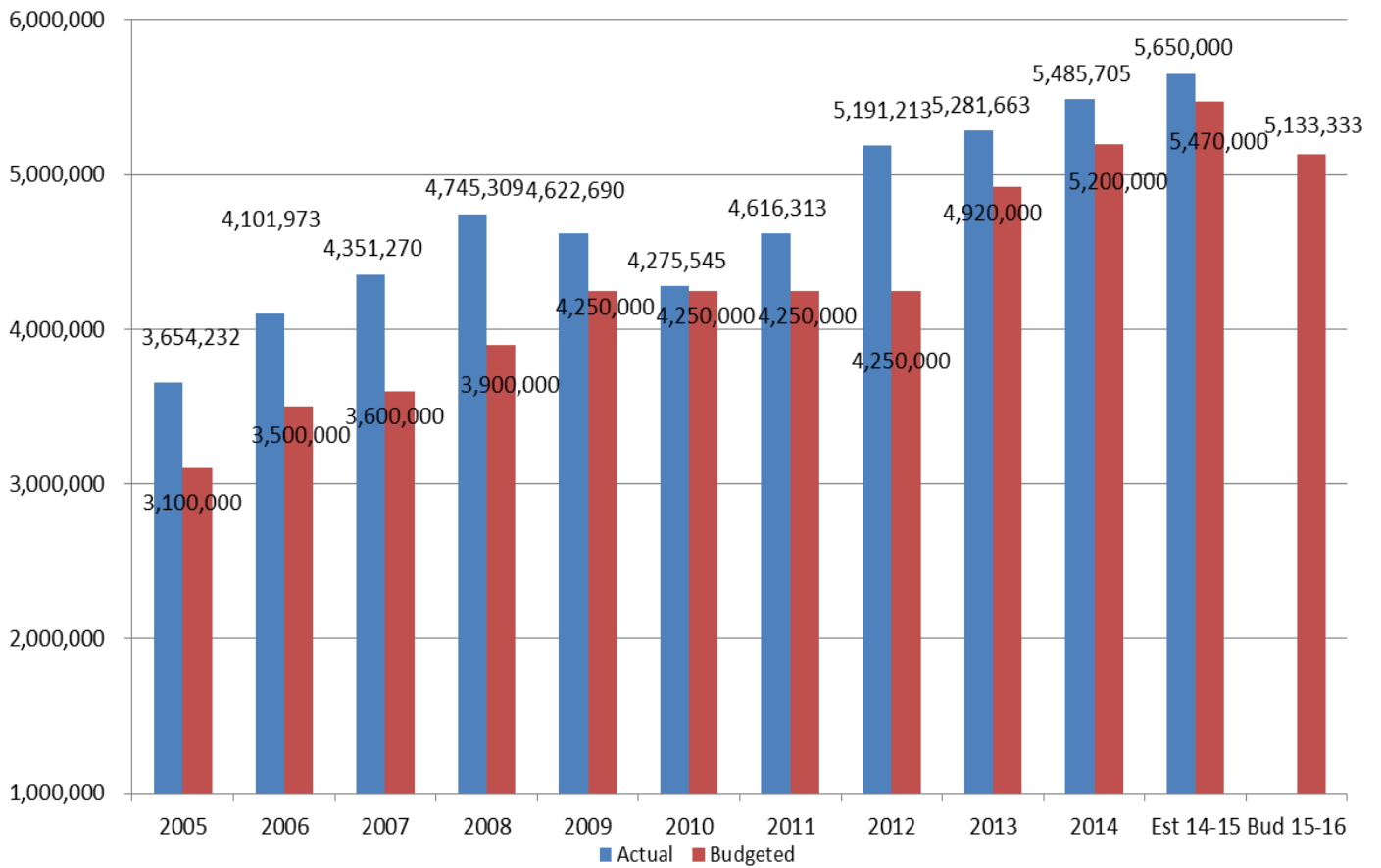
\* Direct deposit will be on Friday instead of Thursday.



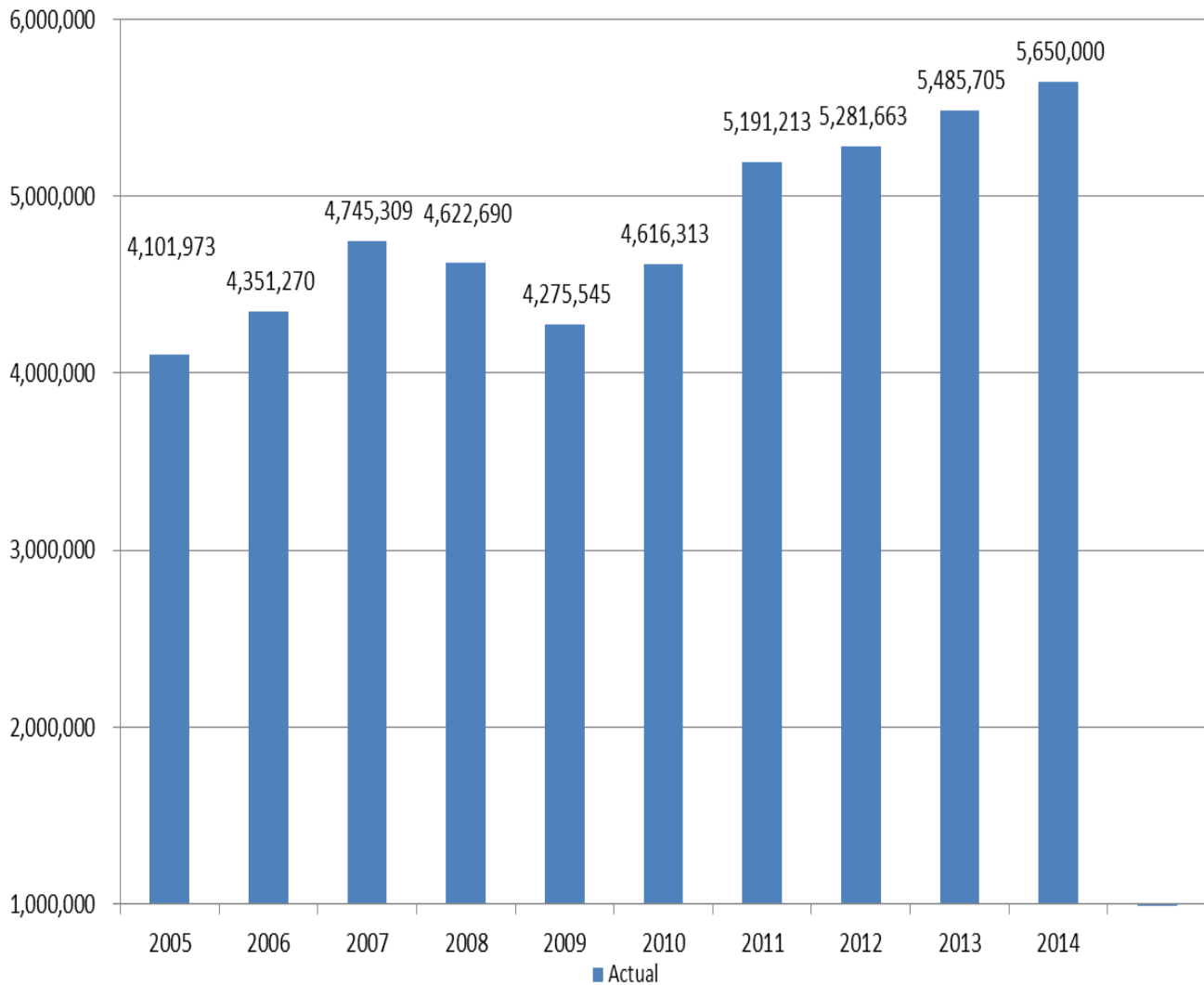
# **SUPPLEMENTAL SCHEDULES**



## Sales Tax Receipts



## Sales Tax Collections



### 2015 Property Tax Rates in City of Stephenville

This notice concerns the 2015 property tax rates for City of Stephenville. It presents information about three tax rates. Last year's tax rate is the actual tax rate the taxing unit used to determine property taxes last year. This year's effective tax rate would impose the same total taxes as last year if you compare properties taxed in both years. This year's rollback tax rate is the highest tax rate the taxing unit can set before taxpayers start rollback procedures. In each case these rates are found by dividing the total amount of taxes by the tax base (the total value of taxable property) with adjustments as required by state law. The rates are given per \$100 of property value.

#### Last year's tax rate:

Last year's operating taxes	\$ 4,340,022
Last year's debt taxes	\$ 571,319
Last year's total taxes	\$ 4,911,341
Last year's tax base	\$ 1,002,314,490.00
Last year's total tax rate	\$0.4900/\$100

#### This year's effective tax rate:

Last year's adjusted taxes (after subtracting taxes on lost property)	\$ 4,888,634
÷ This year's adjusted tax base (after subtracting value of new property)	\$ 1,051,934,236
=This year's effective tax rate (Maximum rate unless unit publishes notices and holds hearings.)	\$0.4647/\$100

#### This year's rollback tax rate:

Last year's adjusted operating taxes (after subtracting taxes on lost property and adjusting for any transferred function, tax increment financing, state criminal justice mandate, and/or enhanced indigent healthcare expenditures)	\$ 6,152,629
÷ This year's adjusted tax base	\$ 1,051,934,236
=This year's effective operating rate	\$0.5849/\$100
x 1.08=this year's maximum operating rate	\$0.6316/\$100
+ This year's debt rate	\$0.0450/\$100
= This year's total rollback rate	\$0.6766/\$100
-Sales tax adjustment rate	\$0.1552/\$100
=Rollback tax rate	\$0.5214/\$100

#### Statement of Increase/Decrease

If City of Stephenville adopts a 2015 tax rate equal to the effective tax rate of \$0.4647 per \$100 of value, taxes would increase compared to 2014 taxes by \$55,403.

#### Schedule A - Unencumbered Fund Balance

The following estimated balances will be left in the unit's property tax accounts at the end of the fiscal year. These balances are not encumbered by a corresponding debt obligation.

Type of Property Tax Fund	Balance
GENERAL FUND	8,879,867
DEBT SERVICE FUND	153,365

#### Schedule B - 2015 Debt Service

The unit plans to pay the following amounts for long-term debts that are secured by property taxes. These amounts will be paid from property tax revenues (or additional sales tax revenues, if applicable).

Description of Debt	Principal or Contract Payment to be Paid from Property Taxes	Interest to be Paid from Property Taxes	Other Amounts to be Paid	Total Payment
FIRE STATION #2	165,000	54,206	0	219,206
AQUATIC 2009 ISSUE	250,000	12,257	0	262,257
<b>Total required for 2015 debt service</b>				<b>\$481,463</b>
= Amount (if any) paid from Schedule A				\$ 0
- Amount (if any) paid from other resources				\$ 0
- Excess collections last year				\$ 0
<b>= Total to be paid from taxes in 2015</b>				<b>\$481,463</b>
+ Amount added in anticipation that the unit will collect only 100.00% of its taxes in 2015				\$ 0
<b>= Total debt levy</b>				<b>\$481,463</b>

#### Schedule C - Expected Revenue from Additional Sales Tax

In calculating its effective and rollback tax rates, the unit estimated that it will receive \$1,658,763 in additional sales and use tax revenues.

This notice contains a summary of actual effective and rollback tax rates' calculations. You can inspect a copy of the full calculations at 320 W College Stephenville Tx 76401.

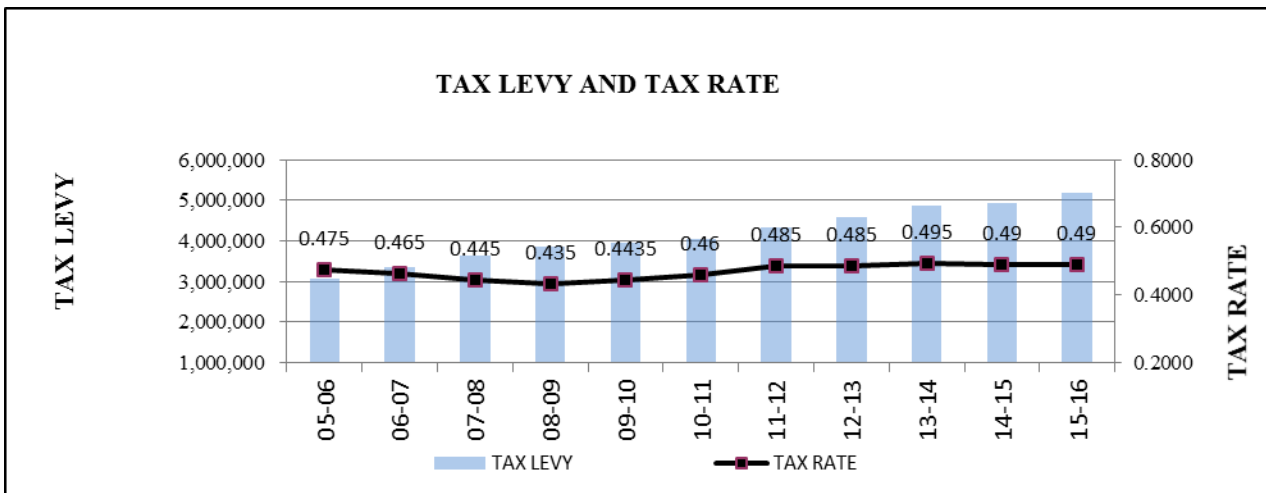
Name of person preparing this notice: Jennifer Carey

Title: Tax Assessor-Collector

Date Prepared: 07/17/2015

## PROPERTY VALUES AND TAX RATE

<u>ASSESSED YEAR</u>	<u>CERTIFIED TAXABLE VALUE</u>	<u>TAX RATE</u>	<u>TAX LEVY</u>	<u>CURRENT TAX COLLECTIONS</u>	<u>PERCENTAGE OF TAX COLLECTIONS</u>
<b><u>GENERAL FUND:</u></b>					
2005	645,521,116	0.4094	2,832,529	2,829,199	99.88%
2006	720,365,601	0.3997	3,066,225	3,063,431	99.91%
2007	818,383,838	0.3811	3,344,539	3,341,227	99.90%
2008	890,768,449	0.3762	3,641,808	3,637,568	99.88%
2009	894,236,300	0.3762	3,874,843	3,869,244	99.86%
2010	882,532,413	0.4015	3,965,938	3,955,958	99.75%
2011	895,586,826	0.4194	4,059,655	4,047,890	99.71%
2012	946,820,238	0.4235	4,343,596	4,325,940	99.59%
2013	983,590,328	0.4357	4,594,127	4,554,491	99.14%
2014	1,005,609,123	0.4330	4,354,288	4,267,202	98.0%
2015	1,060,320,946	0.4446	4,714,187	4,619,850	98.0%
<b><u>DEBT SERVICE:</u></b>					
2005	645,521,116	0.0656	423,319	441,150	104.2%
2006	720,365,601	0.0653	470,106	434,986	92.5%
2007	818,383,838	0.0639	523,195	471,190	90.1%
2008	890,768,449	0.0588	523,690	522,360	99.7%
2009	894,236,300	0.0673	601,995	525,925	87.4%
2010	882,532,413	0.0585	516,401	594,787	115.2%
2011	895,586,826	0.0656	587,847	524,215	89.2%
2012	946,820,238	0.0615	582,189	586,492	100.7%
2013	983,590,328	0.0593	583,283	584,287	100.2%
2014	1,005,609,123	0.0570	573,197	590,043	100.2%
2015	1,060,320,946	0.0454	481,463	481,463	100.0%



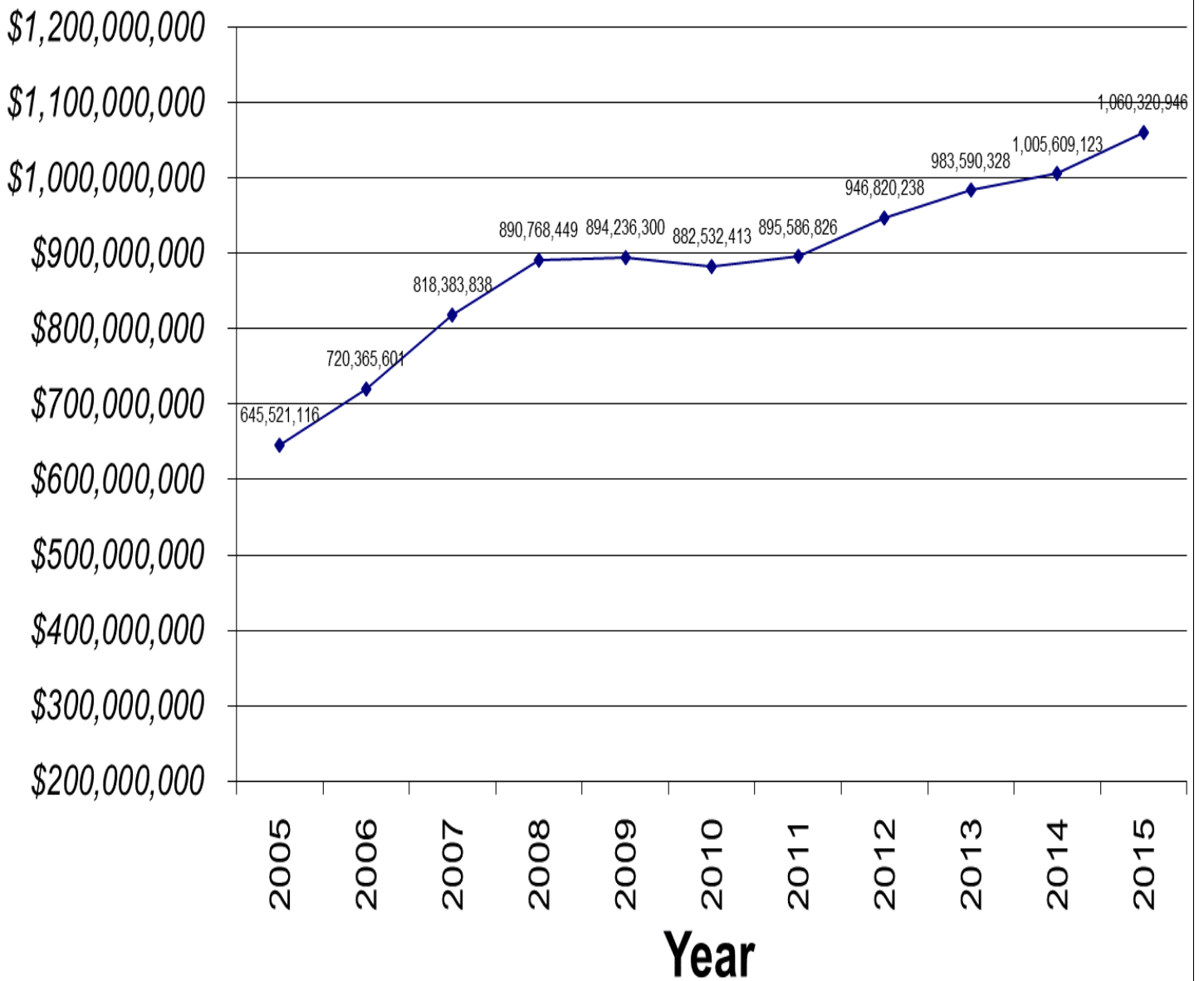


# CITY OF STEPHENVILLE

## CERTIFIED TAX ROLL COMPARISONS

	2011	2012	2013	2014	2015	2014-2015 DIFFERENCE
LAND - HOMESITE	88,397,600	93,273,020	93,266,220	111,755,860	117,259,960	5,504,100
LAND - NON HOMESITE	120,835,310	116,241,810	119,946,570	264,165,360	265,431,380	1,266,020
LAND - AG MARKET						
LAND - TIMBER MARKET						
LAND MARKET VALUE	209,232,910	209,514,830	213,212,790	375,921,220	382,691,340	6,770,120
IMPROVEMENTS - HOMESITE	404,697,300	434,931,250	440,234,580	457,237,360	453,396,110	(3,841,250)
IMPROVEMENTS - NON HOMESITE	337,144,480	352,478,900	368,695,500	406,181,110	455,236,710	49,055,600
IMPROVEMENTS	741,841,780	787,410,150	808,930,080	863,418,470	908,632,820	45,214,350
PERSONAL PROPERTY	249,389,170	321,848,440	391,561,870	346,184,290	368,015,800	21,831,510
AGRICULTURAL PRODUCTIVITY	14,564,800	14,833,600	14,250,320	14,154,100	13,763,550	(390,550)
PERSONAL PROPERTY	263,953,970	336,682,040	405,812,190	360,338,390	381,779,350	21,440,960
TOTAL MARKET VALUE	1,215,028,660	1,333,607,020	1,427,955,060	1,599,678,080	1,673,103,510	73,425,430
EXEMPT PROPERTY	227,398,160	259,067,690	259,109,427	433,801,348	447,561,330	13,759,982
PRODUCTIVITY LOSS	14,320,370	14,569,800	13,989,590	13,890,960	13,468,630	(422,330)
AG USE						0
HOMESTEAD CAP LOSS	123,810	197,330	102,340	148,740	270,620	121,880
TOTAL EXEMPT PROPERTY	241,842,340	273,834,820	273,201,357	447,841,048	461,300,580	13,459,532
TOTAL ASSESSED PROPERTY	973,186,320	1,059,772,200	1,154,753,703	1,151,837,032	1,211,802,930	59,965,898
EXEMPTIONS:						
HOMESTEAD						
OLD AGE(\$15,000)	13,404,330	13,807,160	13,995,830	13,940,090	14,611,480	671,390
DISABLED PERSONS(\$10,000)	630,000	623,100	593,140	500,570	481,050	(19,520)
DISABLED VET(\$3,000)	3,070,760	2,879,630	3,471,080	3,786,000	3,640,350	(145,650)
POLLUTION CONTROL	238,734	582,204	582,204	601,657	568,154	(33,503)
OTHER						0
MINIMUM VALUE	12,390	9,720	12,140	12,390	12,900	510
FREEPOR	60,243,280	95,050,148	125,008,981	99,887,202	113,918,050	14,030,848
ABATEMENT	0	0	27,500,000	27,500,000	18,250,000	0
TOTAL EXEMPTIONS	77,599,494	112,951,962	171,163,375	146,227,909	151,481,984	5,254,075
NET TAXABLE	895,586,826	946,820,238	983,590,328	1,005,609,123	1,060,320,946	54,711,823
TAX RATE PER \$100 VALUATION	0.4850	0.4850	0.4950	0.4900	0.4900	
TAX LEVY	\$4,343,596	\$4,592,078	\$4,868,772	\$4,927,485	\$5,195,573	\$268,088

# City of Stephenville Taxable Property Values



## 2015 Annual TML Taxation and Debt Service

City	Population	Total Net Taxable	Gross Tax	G.O. Indebt	Revenue Bond Indebtednes	Total Certificates Obligation	Total Outstanding Tax Notes	Municipal Utilities and Facilities	Fiscal Year Begins
Little Elm	31,000	2,060,061,476	0.6649700	41,715,000	0	31,990,000	0	AP CE FG L LK MMB PPK S SC SL W	10/01
Southlake	28,234	5,680,109,441	0.4620000	36,746,945	1,100,000	64,660,000	0	CE L MB PK S SC W	10/01
Harker Heights	28,169	1,595,264,164	0.6770000	29,593,239	22,441,761	52,035,000	0	CE L MB PK S SP W	10/01
Lake Jackson	27,451	1,504,098,914	0.3875000	17,165,843	10,145,000	8,304,157	0	CE GC L MB PK S SL SP W	10/01
Weatherford	27,021	1,721,207,971	0.4866000	53,615,000	31,600,000	13,485,000	110,000	L LK MB PK S SC SL SP W	10/01
Paris	26,539	1,530,367,088	0.5019500	5,630,000	38,045,000	5,435,000	0	AP C CE FG L LK MMB PPK S SP W	10/01
Kingsville	26,322	722,791,405	0.8422000	8,570,000	18,415,000	15,710,000	0	L MB PK S SL SP W	10/01
Greenville	26,010	1,532,700,334	0.6990000	33,565,000	18,860,000	7,555,000	0	AM AP C CE GC L LK MMB PPK S SP W	10/01
San Benito	25,391	598,526,024	0.7281250	5,005,175	23,210,882	28,216,057	130,000	AM AP C CE FG L MB PPK S SL SP W	10/01
Cibolo	23,890	1,654,955,216	0.4454000	38,715,000	9,030,000	300,000	0	MB PK S W	10/01
Plainview	22,343	771,746,592	0.6038000	0	0	12,625,000	0	AP CE GC L MB PK S SL SP W	10/01
Benbrook	22,206	1,577,485,168	0.6575000	7,700,000	0	4,245,000	0	C CE GC L MB PK SC SP ZZ	10/01
Sachse	22,026	1,424,592,045	0.7708190	34,545,000	0	1,405,000	0	L MB PK S SC W	10/01
Saginaw	21,257	1,276,285,587	0.5100000	14,250,000	2,915,000	10,110,000	0	CE L MB PK S SC SP W	10/01
Corinth	20,981	1,538,127,064	0.5948900	7,045,000	0	17,920,000	0	MB PK S W	10/01
Hutto	20,500	1,087,131,786	0.5286910	15,850,000	0	40,960,000	0	L LK MB PK S W ZZ	10/01
Ennis	19,795	1,410,087,870	0.6950000	27,700,000	9,930,000	11,931,285	0	AP CE H L LK MB PK S W	10/01
Orange	19,613	906,396,844	0.6813100	14,385,000	215,000	300,000	0	L MB PK S SL SP W	10/01
Belton	19,572	80,024,870	0.6598000	14,889,577	5,375,426	20,265,000	0	CE L MB PK S W	10/01
Murphy	19,515	1,614,305,560	0.5700000	29,380,000	0	8,135,000	2,705,000	CE MB PK S W	10/01
Universal City	19,372	991,821,696	0.5604920	9,946,817	3,608,000	3,090,000	0	CE GC L MB PK S W	10/01
<b>Stephenville</b>	<b>19,320</b>	<b>1,005,609,123</b>	<b>0.4900000</b>	<b>4,840,000</b>	<b>9,310,000</b>	<b>6,926,827</b>	<b>0</b>	<b>AP L MB PK S SC W</b>	<b>10/01</b>
Angleton	19,280	768,769,449	0.7235000	4,225,000	0	17,145,000	0	PK S SP W	10/01
Horizon City	18,997	751,261,233	0.4279980	580,000	0	0	0	MB P PK SC	10/01
Portland	18,500	963,862,138	0.6006300	14,220,000	14,488,000	0	0	CE L LK MB PK S SC SP W	10/01
Bellaire	17,849	4,022,863,562	0.3936000	77,610,000	0	0	0	CE L MB PK S SL SP W	10/01
Nederland	17,587	991,437,280	0.5918530	11,545,000	0	6,545,000	0	L MB PK S SC SL SP W	10/01
White Settlement	16,714	572,762,653	0.6906600	5,240,000	6,560,000	1,240,000	4,013,336	CE L MB PK S SC SP W	10/01
Forney	16,650	1,047,122,752	0.7234860	64,350,000	0	12,260,000	0	L MB PK S SC W	10/01
Gainesville	16,569	853,775,206	0.6878220	21,435,000	0	12,660,000	0	AP C CE GC LK MB PK S SC SL SP W ZO	10/01
Uvalde	16,507	551,480,770	0.7840000	28,410,000	0	22,075,000	330,000	AP C CE GC GS MB PPK S SL SP W	10/01
Mercedes	16,352	456,451,377	0.7750000	968,517	13,041,173	22,400,690	325,000	CE L MB P PK S SL SP W	10/01
Taylor	16,233	834,291,641	0.8138930	21,950,868	0	27,829,132	0	AM AP C L MB PK S SP W	10/01
Brenham	16,147	1,102,575,469	0.4912000	6,938,268	12,970,000	12,175,000	1,040,000	AP CE GS L MB P PH PK S SL SP W	10/01
Mount Pleasant	16,081	838,624,511	0.3437400	4,105,000	3,325,000	0	0	AP C CE FG L LK MB PK S SL SP W	10/01
Gatesville	15,985	360,686,143	0.4100000	1,500,000	5,030,000	11,420,000	307,705	AM AP C CE FG L MB PH PK S SP W ZZ	10/01
Sulphur Springs	15,868	853,749,433	0.4400000	0	1,310,000	233,000,000	0	AP L LK MB PK S SC W	10/01
Hereford	15,608	538,725,936	0.3209000	0	2,115,000	0	0	AP CE GC MB PK S SL SP W	10/01
Humble	15,500	1,468,920,117	0.2000000	0	0	6,235,000	0	CE L MB PK S SC SP W	10/01
Addison	15,407	3,805,580,841	0.5618000	90,462,000	0	24,188,000	0	AP CE MB PK S SP W	10/01
West University Place	15,369	4,788,986,184	0.3617900	8,096,907	3,785,000	11,750,000	51,775,000	MB PK S SC SL SP W	01/01
Seagoville	15,130	460,560,132	0.7138100	1,998,889	0	2,814,366	0	L MB PK S SC W	10/01
Alton	15,050	314,020,213	0.4591000	0	0	548,000	0	CE MB PK S SC SP	10/01
Katy	15,013	1,378,628,902	0.5467200	1,430,000	0	0	0	CE L MB PK S SC SL W	10/01
Dumas	14,989	549,391,744	0.1704100	2,560,000	18,455,000	747,238	0	GC GS MB PK S SL SP W	10/01
Live Oak	14,751	968,468,534	0.5100000	22,110,000	0	765,000	565,000	CE LK MB PK S SP W	10/01
Jacksonville	14,747	539,559,134	0.6596000	8,595,000	0	0	0	C L LK PK S SC SP W	10/01
Crow ley	14,102	742,658,913	0.6968290	935,000	435,000	750,000	0	CE L MB PK S W	10/01

**2015 Annual TML Water Rate Survey  
Residential and Commercial Water Costs**

Population Group	Residential Water					Commercial Water	
	City Population	Fee For 5,000 Gal.	Fee For 10,000 Gal.	Total	Average	Fee For 50,000 Gal.	Fee For 200,000 Gal.
<b>20,001 - 25,000</b>							
Colleyville	24,974	24.29	43.54	9,447	20,000	231.14	1,144.64
Alvin	24,905	19.42	37.91	6,944	4,800	210.06	853.46
Watauga	24,350	32.37	62.57	8,100	5,236	316.94	327.91
Corsicana	23,926	29.00	44.00	8,883	6,128	239.37	726.87
University Park	23,797	27.15	48.65	8,815	18,000	364.70	1,249.70
Kerrville	22,946	14.49	43.63	9,733	4,200	194.18	855.68
Denison	22,784	27.70	39.20	9,814	0	162.65	590.15
Plainview	22,343	40.35	49.70	7,602	8,300	139.20	485.70
Sachse	21,596	23.36	38.16	7,468	5,510	272.30	1,160.00
Corinth	20,981	37.12	50.97	6,870	12,002	349.70	1,351.70
Hutto	20,500	54.90	91.35	4,415	7,000	472.78	1,566.28
Brownwood	20,402	39.58	54.49	7,327	7,480	247.75	694.93
20,001 - 25,000	Averages	30.81	50.35	7,952	8,969	266.73	917.25
<b>15,001 - 20,000</b>							
Ennis	19,795	37.50	52.50	5,718	7,000	172.50	622.50
Alice	19,682	27.14	44.14	7,290	8,000	190.40	754.40
Orange	19,613	20.60	33.15	6,938	5,000	148.55	525.05
Terrell	19,599	35.66	59.51	5,299	6,000	376.12	1,228.12
Belton	19,409	23.75	40.00	5,477	7,506	170.00	657.50
Midlothian	19,330	35.29	54.24	4,440	5,812	255.06	856.56
<b>Stephenville</b>	<b>19,320</b>	<b>29.25</b>	<b>48.50</b>	<b>5,887</b>	<b>6,358</b>	<b>277.26</b>	<b>839.76</b>
Angleton	19,280	28.70	52.14	6,112	0	302.85	1,170.35
Universal City	19,155	24.43	33.43	5,858	12,000	202.81	540.31
Murphy	18,960	39.75	54.50	5,959	17,000	289.75	974.95
Portland	18,500	28.94	44.04	5,596	6,400	207.93	738.93
Pampa	18,332	41.19	59.54	8,110	4,600	224.52	832.02
Nederland	17,587	17.50	31.75	6,882	5,000	145.75	574.75
Bellaire	17,435	14.98	28.48	6,634	7,800	173.34	679.59
South Houston	17,354	21.55	32.66	4,486	8,838	177.86	552.86
Gainesville	16,569	34.73	53.73	6,143	0	334.31	964.31
White Settlement	16,543	32.05	53.80	5,400	7,500	318.79	1,068.79
Uvalde	16,507	15.39	29.84	6,397	0	293.00	1,260.50
Highland Village	16,500	31.90	40.15	5,419	8,000	186.65	689.15
Mercedes	16,313	22.98	33.33	4,328	5,400	160.29	539.79
Brenham	16,147	24.79	43.69	7,352	5,468	170.72	725.72
Mount Pleasant	16,081	19.70	31.70	5,366	6,000	127.70	487.70
Forney	16,030	27.00	49.00	5,337	8,000	258.00	1,083.00
Taylor	16,000	39.37	64.62	5,688	8,300	324.81	1,076.31
Gatesville	15,985	35.00	50.00	3,568	6,000	170.00	620.00
Sulphur Springs	15,738	24.71	42.41	6,375	5,000	184.01	715.01
Hereford	15,608	19.30	33.05	5,585	10,000	158.05	945.55
Seagoville	15,478	21.22	33.22	3,848	12,716	213.82	757.44
Humble	15,453	16.60	26.85	4,042	5,000	256.55	804.05
Addison	15,179	17.65	29.30	3,591	11,000	122.42	804.44
15,001 - 20,000	Averages	26.95	42.74	5,635	7,618	219.63	802.31

**2015 Annual TML Wastewater Rate Survey  
Residential and Commercial Wastewater Costs**

Residential Sewer					Commercial Sewer	
Population Group	City	Fee For		Total	Fee For	
City Name	Population	5,000 Gal.	10,000 Gal.	Customers	50,000 Gal.	200,000 Gal.
20,001 - 25,000						
Colleyville	24,974	18.46	32.66	8,779	146.26	572.26
Alvin	24,905	25.47	39.52	6,671	152.42	573.92
Watauga	24,350	31.85	47.82	8,100	175.64	654.90
Corsicana	23,926	33.00	48.00	7,922	190.00	640.00
University Park	23,797	29.17	44.22	7,542	164.62	616.12
Kerrville	22,946	34.40	60.25	8,841	283.55	1,108.55
Denison	22,784	25.78	38.01	8,709	186.97	710.36
Plainview	22,343	19.05	27.05	7,136	91.05	331.05
Sachse	21,596	30.38	52.73	7,015	254.65	925.15
Corinth	20,981	49.39	77.39	6,595	301.39	1,141.39
Hutto	20,500	37.72	58.67	6,492	324.85	1,047.85
Brownwood	20,402	23.92	39.97	6,857	199.88	799.47
20,001 - 25,000	Averages	29.88	47.19	7,555	205.94	760.09
15,001 - 20,000						
Ennis	19,795	22.86	30.06	5,585	94.25	326.75
Alice	19,682	20.96	30.56	6,626	107.36	395.36
Orange	19,613	47.90	91.20	6,694	437.60	1,736.60
Terrell	19,599	40.52	58.37	5,177	342.96	878.46
Belton	19,409	21.50	39.00	4,557	179.00	704.00
Midlothian	19,330	50.90	79.70	5,453	332.67	1,196.67
Stephenville	19,320	28.25	47.00	5,680	197.00	759.50
Angleton	19,280	20.54	33.54	6,173	177.84	684.84
Universal City	19,155	23.01	50.76	4,400	210.36	808.86
Murphy	18,960	28.50	37.00	5,799	190.00	640.00
Portland	18,500	31.24	35.89	5,196	147.71	287.21
Pampa	18,332	22.86	26.66	7,610	108.51	393.51
Nederland	17,587	19.00	35.50	6,858	167.50	664.00
Bellaire	17,435	18.03	30.03	6,505	126.03	486.03
South Houston	17,354	26.15	37.90	4,426	194.12	569.12
Gainesville	16,569	34.44	50.94	6,087	204.38	757.88
White Settlement	16,543	24.77	44.27	5,300	250.97	880.97
Uvalde	16,507	21.00	21.00	3,209	46.00	46.00
Highland Village	16,500	47.60	84.60	5,215	269.40	966.90
Mercedes	16,313	23.00	29.15	3,998	116.87	350.87
Brenham	16,147	25.94	48.19	6,623	226.19	893.69
Mount Pleasant	16,081	15.75	24.50	4,850	94.50	357.00
Forney	16,030	30.60	54.60	5,337	246.60	966.60
Taylor	16,000	32.33	58.88	5,375	271.28	1,067.78
Gatesville	15,985	15.50	26.00	2,798	110.00	425.00
Sulphur Springs	15,738	23.60	30.42	5,685	166.82	678.32
Hereford	15,608	18.74	24.34	4,975	79.03	472.78
Seagoville	15,478	32.17	63.82	3,568	317.02	1,266.52
Humble	15,453	28.50	34.75	4,061	253.30	838.30
Addison	15,179	26.45	39.56	2,574	223.09	78.59
15,001 - 20,000	Averages	27.36	43.16	5,212	195.70	683.60

**CITY OF STEPHENVILLE**

**FEE SCHEDULE BY DEPARTMENT**

<b><u>DEPT.</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>CURRENT</u></b>
<b>0201</b>	<b>FISCAL SERVICES</b>	
	TABC- Liquor License Application Fee	60.00
	Solicitation Permit, non-refundable application fee	25.00
	Solicitation Permit, non-refundable investigation fee per person	25.00
	Taxicab Permit (per year)	50.00
	Copying Charges (per page)(staff copied)	.25
	Ad Valorem Taxes (per hundred)	.490
	Hotel/Motel Occupancy Tax	.07
	City Sales Tax	.015
	Operations . 0138	
	4B Economic Development . 0012	
	Franchise Fees: (based on Gross Receipts)	
	Cable Television (renew 2014)	4%
	Electricity (set by PUC/per kwh)	4%
	Garbage (renew 2013)	7%
	Gas (renew 2020)	4%
	Telephone (per access line set by PUC)	.59/1.32/2.01
	Garage Sale Permits:	
	Prior to Garage Sale	3.00
	Day of Garage Sale	5.00
	Returned Check Fee	30.00
	Late Charge Past Due Date (gross billing)	10%
	Credit Card Process	2.50
<b>0302</b>	<b>MUNICIPAL COURT –As Set by Municipal Court Judge</b>	
<b>0501</b>	<b>LEISURE SERVICES</b>	
	Gymnasium Rental:	
	Profit	250.00
	Non-Profit	125.00
	Small Pavilion & Century Park Rental:	
	Half Day (4 hours) Must be done before 2p	75.00
	Full Day (8hours)	150.00
	Large Pavilion	
	Half Day (4 hours) Must be done before 2p	150.00
	Full Day (Hours)	300.00

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>
	RV Hook-Up:	
	Per Night	20.00
	Senior Citizens (55 or older)	15.00
	Birdsong Amphitheater:	
	Half Day (4 hours)	150.00*
	Full Day (8 hours)	300.00*
	*\$50.00 electrical	
	Ticketed/For-profit events—\$1.00 per ticket sold for event.	
	Recreation:	
	Adult League (per team)	325.00
	Baseball League Fees	
	(Tb, cp, pinto/rec, pinto/comp, 8u gfp)	50.00
	(10u gfp, 12u gfp)	65.00
	(10u bb, 12u bb)	65.00
	(15u gfp)	65.00
	(15u, bb)	65.00
	Non Baseball Youth Leagues (per person)	50.00
	Youth Programs	40.00*
	Sibling discount (Must reside in same household)	(-\$10)
	Field Rental—Per Field Per Day	150.00
	Field lighting (per hour)	10.00
	*Registration fees for individual sports may vary depending on participation for each class.	
	Splashville Swimming Pool:	
	Daily Admission (per person)	5.50
	Ages 2 & under	free
	Senior Citizen (65 & Up)/Military Family (Military ID Required)	3.00
	Twilight Fee (2 hours prior to closing)	2.00
	Monday Mania	3.00
	Daily Discount Passes	

<b><u>DEPT.</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>CURRENT</u></b>
	5 visits	20.00
	10 visits	38.00
	20 visits	70.00
	Unlimited Individual Season Pass \$115.00    Unlimited Family Pass **	225.00
	Party Area Rental (Mon-Sat) (3.75 per guest) (up to 24)	45.00
	Noon to 2:00 pm or 3:00 pm to 5:00 pm (Tuesday thru Saturday)	
	Private Party Rental	750.00
	Swimming Lessons	50.00
**Family of four (4) \$10.00 for each additional person. All members must reside in the same household.		
<b>0503</b>	<b>CEMETERY</b>	
	Cemetery Lots:	
	City Resident	600.00
	Non-City Resident	750.00
<b>0504</b>	<b>LIBRARY SERVICES</b>	
	Replace Lost Books	cost
	Non-Resident Fee (out-of-city per household)	15.00
	Fines for Late Return (per day)	.25
	Copy Machine (per copy, self-serve)	.10
	Late Fee Video Return (per day)	1.00
	Inter-Library Loan (postage)	-0-
	Replacement Card Fee	2.00
<b>0505</b>	<b>STREETS SERVICES</b>	
	Street Cuts:	
	Asphalt Surfaces Over Concrete (per sq ft):	3.75
	Brick Surface Over Concrete (per sq ft):	5.25
	Parade Permits:	
	Type A – Less than 50 units	50.00
	Type B – More than 50 units	100.00
	Type C – Motorcades or parades otherwise not classified in "A" or "B".	
	Marches included in this category.	25.00
<b>5506</b>	<b>Community Center</b>	
	Daily Rental Fee (8:00AM – 10:00PM)	\$150.00
	Senior Members	\$50.00
	Set-up of tables and chairs (Optional)	\$50.00
<b>0603</b>	<b>FIRE SERVICES</b>	
	Non-Routine Response Fee:	
	Per Unit (per hour)	70.00
	Supplies	cost



<b><u>DEPT.</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>CURRENT</u></b>
<b>0700</b>	<b>POLICE SERVICES</b>	
	Accident Reports	6.00
	Finger Printing (2 card max per person ea. additional 5.00)	10.00
	Offense Reports (for 1st page, \$.10 each additional page)	1.00
	False Alarm Fee (per occurrence after five per year)	50.00
	Police Escort (per nonprofit event, except funerals)	190.00
	Solicitor Investigation Fee (Non Refundable)	25.00
	<b>ANIMAL CONTROL</b>	
	<b>Dog License:</b>	
	Male	20.00
	Neutered Male	5.00
	Female	20.00
	Spayed Female	5.00
	Guard dog	Bond + 35.00
	Dangerous dog	Bond +50.00
	<b>Cat License:</b>	
	Male	20.00
	Neutered Male	5.00
	Female	20.00
	Spayed Female	5.00
	Multiple Dog Permit -0- 50.00	
	License Replacement	5.00
	Livestock	\$25/yr + inspection
	Boarding/Riding Stables	\$25/yr + inspection
	Late Fee for Licenses	5.00
	Late Fee for Permits	10.00
	Impoundment Fee (Established and collected by animal shelter)	
<b>0801</b>	<b>PLANNING SERVICES</b>	
	Zoning Ordinance	25.00
	<b>Subdivision:</b>	
	Ordinance	50.00
	Specifications	25.00
	Design Standards	25.00
	<b>Zone Change Applications:</b>	
	Acre or Less	300.00
	1.01 to 5 Acres	400.00
	5.01 or More	500.00
	<b>Mapping:</b>	
	City Zoning Map	
	3ft L x 5ft	50.00
	2ft L x 3ft W	30.00
	2ft L x 3ft W	30.00
	11in L x 17in W	20.00

DEPT.	DESCRIPTION	CURRENT
	City Limits and Street Map	
	3ft L x5ft	30.00
	3ft L x 3ft W	25.00
	2ft L x 3ft W	15.00
	11in L x 17in W	5.00
	Parkland Dedication (In-lieu of) Per Dwelling Unit	
	Per single-family dwelling unit	600.00
	Per dwelling unit for duplex, townhome, condominium, apts.	300.00
	Board of Adjustment Applications	200.00
	Subdivision Filing Fees:	
	Preliminary Plat (per plat)	200.00
	(per lot)	10.00
	Final Plat (per plat)	200.00
	(per lot)	10.00
	Replat (per plat)	200.00
	Site Development Plan (per plan)	200.00
	(water,sewer,streets,storm drain engineering review)	
	Comprehensive Plan	100.00
0802	<b>INSPECTION SERVICES</b>	
	Food Service Permit:	
	Annual Inspection:	250.00
	Administrative fee	75.00
	Contractor fee	175.00
	Pre-opening:	125.00
	Administrative fee	25.00
	Contractor fee	100.00
	Complaint	100.00
	Reinspection	75.00
	Mobile food (with commissary/without)	225/150
	Administrative fee	75.00
	Contractor fee (with commissary/without)	150/75
	Temporary Mobile food-Inspection/Contractor Fee	50.00
	Mobile Home Park License (per park)	10.00
	(per lot)	10.00
	Mobile Home Inspection	25.00
	Certificate of Occupancy	25.00
	Inspections outside of normal business hours (per hour)	50.00

<b><u>DEPT.</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>CURRENT</u></b>
<b>BUILDING PERMIT FEE SCHEDULE</b>		
	General Construction Permit Fees:	
	Value \$1 to \$500—flat fee	25.00
	Value \$501 to \$2,000, minimum	24.00+
	pro-rated for each \$100 above \$500	3.00
	Value \$2,001 to \$25,000, minimum	70.00+
	pro-rated for each \$1,000 above \$2,000	14.00
	Value \$25,001 to 50,000, minimum	392.00+
	pro-rated for each \$1,000 above \$25,000	10.00
	Value \$50,001 to \$100,000, minimum	642.00+
	pro-rated for each \$1,000 above \$50,000	7.00
	Value \$100,001 to \$500,000, minimum	992.00+
	pro-rated for each \$1,000 above \$100,000	6.00
	Value \$500,001 to \$1,000,000, minimum	3,392.00+
	pro-rated for each \$1,000 above \$500,000	5.00
	Value \$1,000,001 and up, minimum	5,892.00+
	pro-rated for each \$1,000 above \$1,000,000	4.00
	Demolition Permit	25.00
	Structure Relocation Permit	25.00
	<b>ELECTRICAL PERMIT FEES</b>	
	Issuance fee for each permit	25.00
	Additional permit fees:	
	Installation of Service:	
	Up to 600 volts (residential)	6.00
	Up to 600 volts (commercial)	12.00
	Over 600 volts (residential or commercial)	17.00
	Equipment Motors:	
	0 to 10 Hp	3.00
	11 to 50 Hp	4.00
	50 to 100 Hp	5.00
	Over 100 Hp	6.00
	Appliances	3.00
	Swimming Pools	8.25
	Other	4.00
	Re-inspection Fee	25.00
	License Reciprocity Letter	6.00

**Penalty.** In the event any work, for which a permit is required by this chapter, is begun prior to obtaining said permit, the permit fee shall be doubled. The payment of such doubled fee shall not relieve any person from fully complying with the requirements of this chapter in execution of work nor from other penalties prescribed herein.

<b><u>DEPT.</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>CURRENT</u></b>
	<b>PLUMBING PERMIT AND LAWN SPRINKLER FEES</b>	
	Issuance fee for each permit	25.00
	Fee for each fixture or opening to receive waste	3.00
	Building Sewer	5.00
	Water Heater	3.00
	Gas Piping Systems	4.00
	Gas System Test	4.00
	Industrial Waste Pre-Treatment Interceptor	6.00
	Water Service Line	4.00
	Installation, alteration and repair of water piping or water treating equipment	3.00
	Repair or alteration and repair of water piping or water treating equipment	3.00
	Repair or alteration of drainage or vent piping	3.00
	Lawn Sprinkler System	3.00
	Grease or Sand Trap	6.00
	Other	4.00
	Re-inspection Fee	25.00
	<b>MECHANICAL PERMIT FEES</b>	
	Issuance fee for each permit	25.00
	Re-inspection Fee	25.00
	<b>PLAN REVIEW FEE SCHEDULE</b> (Council 5/13/2008)	
	<u>Commercial and Multi-Family:</u>	
	Value \$1 to \$10,000	\$50.00
	Value \$10,001 to \$25,000	\$70.69+
	pro-rated for each \$1000 above \$10,000	\$5.46
	Value \$25,001 to \$50,000, minimum	\$152.59+
	pro-rated for each \$1,000 above \$25,000	\$3.94
	Value \$50,001 to \$100,000, minimum	\$251.09+
	pro-rated for each \$1,000 above \$50,000	\$2.73
	Value \$100,001 to \$500,000, minimum	\$387.59+
	pro-rated for each \$1,000 above \$100,000	\$2.19
	Value \$500,001 to \$1,000,000, minimum	\$1,263.59+
	pro-rated for each \$1,000 above \$500,000	\$1.85
	Value \$1,000,001 and up, minimum	\$2,188.59+
	pro-rated for each \$1,000 above \$1,000,000	\$1.23
	<u>Fire Code(Fire Alarm and Sprinkler System):</u>	
	Value Up to \$250,000	\$500.00
	Value \$251,001 to \$500,000	\$850.00
	Value \$500,001 to \$1,000,000	\$1,100.00
	Value \$1,000,001 to \$3,000,000	\$1,600.00
	Value \$1,000,001 to \$3,000,000	\$1,600.00
	Value \$3,000,001 to \$6,000,000	\$2,400.00
	Value \$6,000,001 and up	\$2,400.00

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>
<b>0803</b>	<b>CODE ENFORCEMENT SERVICES</b>	
	Health and Sanitation Administrative Fees:	
	First Violation	25.00
	Second Violation	50.00
	Third Violation	100.0
<b>3000</b>	<b>WATER FUND</b>	
	Water Rates:	
	Minimum Bill (0 gallons used)	
	5/8 inch and ¾ inch meter	11.00
	1 inch	24.29
	1 ½ inch	51.57
	2 inch	89.76
	3 inch	198.87
	4 inch and larger	351.63
	Plus Volume Charge—per 1,000 gallons	3.75
	Multifamily Billing:	
	70% of number of living units (per unit)	8.40
	Plus Volume Charge--per 1,000 gallons	3.75
	Residential Surcharge per thousand gallon (May - September)	
	Over 12,000 gallons	1.00
	Over 25,000 gallons	3.00
	Over 50,000 gallons	4.00
	Outside City Limits	115%
	Customer Deposits:	
	Residential	150.00

Residential deposits shall be made either:

- (a) in cash at the time of making application; or
- (b) one-third to be paid in cash at the time of making application and the remaining two-thirds to be billed on the first two months billing; or
- (c) an applicant for residential connection may present a letter of credit from applicant's most recent utility company which represents a satisfactory payment history for at least twelve (12) months preceding the date of application. To be satisfactory, the letter must not indicate that the applicant has been advised of late payment more than two (2) times during the period.
- (d) Any customer whose account has been active for twelve (12) months and has not been advised of a late payment during that period, shall be entitled to their deposit for utility service being applied to the account balance or refunded by check within thirty (30) days.

**DEPT.****DESCRIPTION****CURRENT**

Commercial

2X monthly usage

For commercial connections:

- (a) a service deposit shall be required which shall be equal to an estimate of the cost of sixty (60) days utility service, with a five hundred dollar (\$500.00) minimum deposit. The amount of the deposit shall be estimated by the utility billing clerks or his or her authorized representative.

Where billing figures for a comparable establishment are not available to establish the deposit for a commercial connection, the utility billing clerks shall estimate a two-month billing based upon information received from the applicant. The utility office shall review the estimate and within the first three months make the appropriate adjustment in the deposit amount.

- (b) Commercial deposits shall be made in cash. The Director of Finance or his or her authorized representative may authorize an alternative method of deposit for commercial accounts on a case by case basis

- (c) When and if it is found that the deposit required and is collected in accordance with the above schedule is not sufficient to protect the City from losses that may occur over a period of two (2) months, the Director of Finance may, at his or her discretion, require an additional cash deposit, or may require an additional deposit if for any reason the amount of the deposit becomes less than the originally required under the schedules hereinabove set forth.

A customer with an existing account established before October 1, 2005, will not be required to establish an additional deposit unless and until the customer's service is terminated for non-payment. In that event, the deposit requirements of this section will apply.

Basic Service Charges:

Connection Fee	20.00
Transfer Fee	20.00
After 5:00 p.m. or weekends (additional)	40.00
Damaged Meter Charge	cost
Fire Hydrant Meter Deposit	1,200.00
Non-Pay Reconnect Fee	30.00
Check Read (each, after two free annually)	10.00
Temporary Service (72 hours)	20.00+cost
Temporary Cut-Off for Repair	20.00
Leak Test (each, after two free annually)	10.00

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>
	Water Tap Charges:	
	5/8 inch and ¾ inch taps	660.00
	1 inch tap	817.00
	1 ½ inch tap	1,305.00
	2 inch tap	1,772.00
	Water Tap Charges do not include street repair.	
	The City provides residential and commercial meters up to 1-inch diameter. The cost of city- approved water meters larger than 1-inch shall be borne by the developer. Contact Customer Service for an “at-cost” quote.	
	Service for an “at-cost” quote.	
<b>3100</b>	<b>SEWER FUND</b>	
	Sewer Rates:	
	Minimum Bill (0 gallons used)	9.50
	Plus Volume Charge--per 1,000 gallons	3.50
	Multifamily Billing:	
	70% of Number of Living Units (per	
unit)	9.50	
	Plus Volume Charge—per 1,000 gallons	3.50
	Residential Winter Months Averaging (Dec, Jan, Feb)	
	Outside City Limits	115%
	Sewer Tap:	
	4-inch tap	450.00
	6-inch tap	537.50
cost)	Man-Hole (at	1200.00
	Sewer Tap Charges do not include street repair.	
	Charges for Industrial Pretreatment:	
	Compliance Sampling (in house)	
	BOD (per pound)	.016
	TSS (per pound)	.15
<b>3200</b>	<b>STORMWATER DRAINAGE</b>	
	Single Family Residential Properties (per property/per month):	
	0 to 5,000 sq. ft.	2.00
	5,001 to 21,780 sq. ft.	3.00
	Over 21,780 sq. ft.	4.00
	Commercial and all other properties (per property/per month):	
	Equivalent Residential Units (ERU):	
	ERU=LAND AREA (sq. ft.) div by 6,000	
sq.ft		DETAINED
ERU	3.00	
	UNDETAINED ERU	5.10
	UNDEVELOPED	EXEMPT

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>
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**5001                    SANITATION SERVICES (Progressive Waste) effective 1/1/15**

<b>Garbage Rates</b>							
Frequency	1X	2X	3X	4X	5X	6X	Extra
Residential	N/A	11.58	N/A	N/A	N/A	N/A	5.79
Commercial	18.80	N/A	N/A	N/A	N/A	N/A	9.61
2 yard	65.90	110.76	155.62	N/A	N/A	N/A	41.58
3 yard	90.02	120.68	184.02	241.86	299.68	N/A	49.25
4 yard	98.75	141.93	249.74	336.49	423.24	509.98	56.07
6 yard	117.03	177.00	308.88	414.04	519.20	625.88	69.72
8 yard	132.27	242.18	359.74	480.37	604.66	727.14	83.20

**Fuel Surcharge.** Each month a fuel surcharge is added to the water bills based upon the average fuel cost incurred by Progressive Waste in providing service to the City.

**4471                    LANDFILL**

Regular Rate Gate Fees:

Minimum (Up to 800 lbs.)	20.00
PerTon	50.00
Inadequate Containment	Fee Doubled
Pull Off (Per Each)	25.00

**3001                    AIRPORT**

Airport Hangars (per month):

North side	135.00
South side	185.00
Small Corner	195.00
Large Corner	210.00

New Airport Hangars (per month):

Small	200.00
Large	225.00
Commercial	800.00

Monthly Aircraft Tiedown/Parking	15.00
Fuel Tax (per gallon)	.05
Commercial Land Lease (per square foot)	.10



**ORDINANCE NO. 2015-**

**AN ORDINANCE MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF STEPHENVILLE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015, AND ENDING SEPTEMBER 30, 2016, AND ADOPTING THE ANNUAL BUDGET OF THE CITY OF STEPHENVILLE FOR THE 2015-2016 FISCAL YEAR.**

WHEREAS, the budget for the fiscal year beginning October 1, 2015 and ending September 30, 2016, was duly presented to the City Council by the City Administrator and a public notice was posted in the Stephenville City Hall.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS:

SECTION 1. That the appropriations for the fiscal year beginning October 1, 2015 and ending September 30, 2016, for the support of the general government of the City of Stephenville, Texas, be fixed and determined for said terms in accordance with the expenditures shown in the City's fiscal year 2015-2016 budget.

SECTION 2. That the budget is hereby approved in all respects and adopted as the City's budget for the fiscal year beginning October 1, 2015 and ending September 30, 2016.

PASSED and APPROVED this the 1<sup>st</sup> day of September, 2015.

\_\_\_\_\_  
Jerry K. Weldon II, Mayor

ATTEST:

\_\_\_\_\_  
Cindy L. Stafford,  
City Secretary

\_\_\_\_\_  
Reviewed by Patrick C. Bridges,  
City Administrator

\_\_\_\_\_  
Approved as to form and legality  
Randy Thomas, City Attorney

**ORDINANCE NO. 2015-**

**AN ORDINANCE LEVYING A TAX RATE FOR THE CITY OF STEPHENVILLE, FOR THE TAX YEAR 2015.**

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS:

That we, the City Council of the City of Stephenville, Texas, do hereby levy or adopt the tax rate of \$100.00 valuation for this city for tax year 2015, as follows:

\$ 0.4446	for the purpose of maintenance and operation.
<u>\$ 0.0454</u>	for the payment of principal and interest on bonds.
\$ 0.4900	Total Tax Rate

The Tax Assessor/Collector is hereby authorized to assess and collect the taxes of the City of Stephenville, Texas, employing the above tax rate.

PASSED and APPROVED this the 15<sup>th</sup> day of September, 2015.

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Jerry K. Weldon II, Mayor

ATTEST:

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Cindy L. Stafford,  
City Secretary

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Reviewed by Patrick C. Bridges,  
City Administrator

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Approved as to form and legality  
Randy Thomas, City Attorney

# Advisory Boards and Commissions

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In addition to the permanent advisory boards and commissions listed, the Council also appoints temporary advisor committees from time to time to address specific, short term issues. The 2014 Membership of Advisory Boards and Commissions include:

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**Airport Advisory Board.** Studies and makes recommendations to the City Council regarding operations and facility improvements of the municipal airport. Ensures that the municipal airport is efficiently and adequately meeting the needs of the City and the air transportation industry.

L. G. Molenaar  
Frank Burke  
Robert Couch

Dana Brinkley  
Jubel Caldwell

Hardy Hampton  
Rick Tennyson

---

**Board of Adjustment.** Hears and decides appeals that allege that there was an error in any order, requirements, decision or determination made by a City administrative officer, department or board. Also acts on applications that are submitted for a variance or a special exception to City zoning regulations.

Elizabeth Baxter  
Colby Pack

Nicki Jones  
Moumin Quazi

---

**Building Board.** Hears and renders decisions on ruling by City building inspectors or officials in regards to code interpretation, enforcement and substandard housing or structures within the City.

Rick Hale  
Fred Parker  
Seth Moore

Danny Phillips  
Brent Virgin

---

**Electrical Board.** Hears and renders decisions on ruling by City building inspector or officials in regards to code interpretation, enforcement and substandard electrical work within the City.

Rod Rutledge  
Scott Thompson

David Bragg  
Kenneth Howell

David Picha

---

**Water Conservation Committee.** Advises the City Council on policy matters affecting the Western Conservation programs and events.

Sudarshan Kurwadkar  
Dr. Carol Thompson

Hennen Cummings  
Mark Miller

Manon Shockey

---

**Parks and Recreation Advisory Board.** Recommends, to the City Council, uses of parkland and parks/recreation facilities and improvements in programs, activities and facilities to meet community recreation needs and interests.

Cary Strohmeier  
Joe Altebaumer  
Daron Trussell

Dennis Jones  
Contessa Harrison

Dale Dorothy  
Jason La Touche

# Advisory Boards and Commissions

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**Planning and Zoning Commission.** Studies and reviews plans and recommends to the City Council action to be taken in regard to City growth and development and comprehensive community planning. Also, makes recommendations and acts as a hearing board on zoning requests. Drafts new development regulations and conducts periodic review of plans and regulations.

Richard Petronis  
John Baxter  
Mark Wallace  
Lisa LaTouche

Janet Whitley  
Metta Collier  
Kerry Schlinder

Justin Allison  
Bill Muncey  
Jason Lovell

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**Dangerous Buildings Abatement Board.** Hears and renders decisions on ruling by City building inspectors or officials in regards to code interpretation and enforcement on substandard structures within the City.

Brad Chilton  
Jeremiah Dennis

Michael D. Stephens  
Joseph Hansen

Jeff Owens

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**Plumbing Board.** Hears and renders decisions on ruling by City building inspectors or officials in regards to code interpretation and enforcement on substandard plumbing work within the City.

Steven Forbus  
J. D. Walker  
Bobby Mangrum

Jon Young  
John Weber

Larry Graham

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**Senior Citizen Advisory Board.** Recommends to the City Council action to be taken in regard to facilities and improvements in programs, activities and facilities to meet community senior citizen needs and interests.

Tom Konz  
Jana Saucedo

Faye Howell  
Patsy Jones

Roy Hayes

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**Library Advisory Board.** Recommends to the City Council action to be taken in regard to facilities and improvements in programs, activities and facilities to meet library needs and interests.

Emily McLemore  
Darla Fent  
Carla Trussell

Evelyn Velchoff  
Kim Benestante  
Jo Ann Phillips

Shirley Bittenbinder  
Katy Eichenbert

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**Mechanical Board.** Hears and renders decisions on ruling by City building inspectors or officials in regards to code interpretation and enforcement on substandard mechanical work within the City.

Bobby Mangrum  
Steven Deviney

Mike Walker  
Rick Alderfere

James Walker



# **FUND, FISCAL & BUDGETARY POLICIES**



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# **CITY OF STEPHENVILLE, TEXAS**

## **COMPREHENSIVE FUND BALANCE POLICY**

### **BACKGROUND**

The City of Stephenville (“City”) believes that sound financial management principles require that sufficient funds be retained by the City to provide a stable financial base at all times. To retain this stable financial base, the City needs to maintain a General Fund fund balance sufficient to fund all cash flows of the City, to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature, to provide funds for the disparity in timing between property tax collection and expenditures, and to secure and maintain investment grade bond ratings. The purpose of this policy is to specify the size and composition of the City’s financial reserves and to identify certain requirements for replenishing any fund balance reserves utilized.

The Governmental Accounting Standards Board (“GASB”) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (“GASB-54”). One objective of this standard was to improve, including the understandability, the usefulness of fund balance information by providing clear fund balance classifications. GASB-54 abandons the reserved, unreserved, and designated classifications of fund balance and replaced them with five classifications: nonspendable, restricted, committed, assigned, and unassigned. The requirements of this statement are effective for the City of Stephenville’s financial statements for the fiscal year ending September 30, 2011.

GASB-54 requires local governments to focus on the constraints imposed upon resources when reporting fund balance in governmental funds. The fund balance classifications indicate the level of constraints placed upon how resources can be spent and identify the sources of those constraints. The following five classifications serve to inform readers of the financial statements of the extent to which the City is bound to honor constraints on the specific purposes for which resources in a fund can be spent.

### **DEFINITIONS**

**Nonspendable Fund Balance** – Fund balance reported as “nonspendable” represents fund balance that is (a) not in a spendable form such as prepaid items or (b) legally or contractually required to be maintained intact such as an endowment.

**Restricted Fund Balance** – Fund balance reported as “restricted” consists of amounts that can be spent only on the specific purposes stipulated by law or by the external providers of those resources.

**Committed Fund Balance** – Fund balance reported as “committed” are self-imposed limitations set in place prior to the end of the fiscal period. These amounts can be used only for the specific purposes determined by a formal action of the City Council, which is the highest level of decision-making authority, and that require the same level of formal action to remove the constraint.

**Assigned Fund Balance** – Fund balance reported as “assigned” consists of amounts that are subject to a purpose constraint that represents an intended use established by the City Council or by their designated body or official. The purpose of the assignment must be narrower than the purpose of the General Fund. Formal action is *not*

necessary to impose, remove, or modify a constraint in Assigned Fund Balance. Additionally, this category is used to reflect the appropriation of a portion of existing fund balance to eliminate a projected deficit in the subsequent year's budget.

Unassigned Fund Balance – Fund balance reported as “unassigned” represents the residual classification of fund balance and includes all spendable amounts not contained within the other classifications.

## COMPREHENSIVE FUND BALANCE POLICIES

### 1.0 Policy on committing funds

In accordance with GASB-54, it is the policy of the City of Stephenville (“City”) that fund balance amounts will be reported as “Committed Fund Balance” only after formal action and approval by City Council. The action to constrain amounts in such a manner must occur prior to year end; however, the actual dollar amount may be determined in the subsequent period.

For example, the City Council may approve a motion prior to year end to report within the year-end financial statements, if available, up to a specified dollar amount as Committed Fund Balance for capital projects. The exact dollar amount to be reported as Committed Fund Balance for capital projects may not be known at the time of approval due to the annual financial audit not yet being completed. This amount can be determined at a later date when known and appropriately reported within the year-end financial statements due to the governing body approving this action before year-end.

It is the policy of the City that the City Council may commit fund balance for any reason that is consistent with the definition of Committed Fund Balance contained within GASB-54. Examples of reasons to commit fund balance would be to display intentions to use portions of fund balance for future capital projects, stabilization funds, or to earmark special General Fund revenue streams unspent at year-end that are intended to be used for specific purposes.

After approval by the City Council, the amount reported as Committed Fund Balance cannot be reversed without utilizing the same process required to commit the funds. Therefore, in accordance with GASB-54, it is the policy of the City that funds can only be removed from the Committed Fund Balance category after motion and approval by the City Council.

### 2.0 Policy on assigning funds

In accordance with GASB-54, funds that are *intended* to be used for a specific purpose but have not received the formal approval action at the governing body level may be recorded as Assigned Fund Balance. Likewise, redeploying assigned resources to an alternative use does not require formal action by the governing body.

GASB-54 states that resources can be assigned by the governing body or by another internal body or person whom the governing body gives the authority to do so, such as a committee or employee of the City.

Therefore, having considered the requirements to assign fund balance, it is the policy of the City that the City Administrator will have the authority to assign fund balance of this organization based on intentions for use of fund balance communicated by the City Council.



### 3.0 Policy on Unassigned General Fund fund balance

It is the goal of the City to achieve and maintain an unassigned General Fund fund balance equal to 25% of budgeted expenditures. The City considers a balance of less than 20% to be a cause for concern, barring unusual or deliberate circumstances, and a balance of more than 30% as excessive. An amount in excess of 30% is to be considered for reservation to accumulate funding for capital projects and equipment, and/or to reduce the tax levy requirements, and shall be determined in conjunction with the annual budget process. In the event that the unassigned General Fund fund balance is less than the policy anticipates, the City shall plan to adjust budget resources in the subsequent fiscal years to restore the balance.

Appropriation from unassigned General Fund fund balance shall require the approval of the City Council and shall be only for one-time expenditures, such as capital purchases, and not for ongoing expenditures unless a viable plan designated to sustain the expenditures is simultaneously adopted.

# Fiscal and Budgetary Policies

## I. Statement of Purpose

The City of Stephenville is committed to financial management through integrity, prudent stewardship, planning, accountability, full disclosure and communication. The broad purpose of these Fiscal and Budgetary Policies are to enable the City to achieve and maintain a long-term stable and positive financial condition, and provide guidelines for the day-to-day planning and operations of the City's financial affairs.

Policy scope generally spans areas of accounting and fiscal reporting, internal controls, both operating and capital budgeting, revenue management, investment and asset management, debt management and forecasting. This is done in order to:

- Demonstrate to the citizens of Stephenville, the investment community, and the bond rating agencies that the City is committed to a strong fiscal operation;
- Provide precedents for future policy-makers and financial managers on common financial goals and strategies;
- Fairly present and fully disclose the financial position of the City on conformity to generally accepted accounting principals (GAAP); and
- Demonstrate compliance with finance-related legal and contractual issues in accordance with the Texas Local Government Code and other legal mandates.

These policies will be reviewed and updated annually as part of the budget preparation process.

## II. Operating Budget Policy Statement

### A. Preparation

Budgeting is an essential element of financial planning, control, and evaluation process of municipal government. The "Operating Budget" is the City's annual financial operating plan. The budget includes all of the operating departments of the City. It also includes the debt service funds, all capital improvement programs, and all enterprise funds. The Finance Department prepares the budget, with the cooperation of all departments, and under the direction of the City Administrator who makes necessary changes and transmits the document to the City Council.

1. Proposed Budget – Under the City Charter, the City Administrator is responsible for preparing and recommending an operating budget for City Council consideration. Such budget shall provide a complete plan for the fiscal year within the provisions of the City Charter.
  - a. A budget message which shall outline the proposed financial policies for the next year with explanations of any change from previous years in expenditures and any

major changes in policy and complete statement regarding the financial conditions of the City

- b. The budget shall include four basis segments for review and evaluation: (1) personnel costs, (2) line item budget for operations and maintenance costs, (3) service level adjustments for increases or decreases to existing service levels, and (4) revenues.
  - c. The budget review process shall include the City Council participation in the development of each of the four segments of the proposed budget.
2. Adoption of the Budget – The budget and all supporting schedules shall be filed with the City Secretary when submitted to the Council and shall be open for public inspection by anyone interested.

At the Council meeting at which time the budget is submitted, the Council will name the time and place of a budget public hearing and will publish the notice of the public hearing at least ten (10) days before the date of the hearing. At this hearing, interested citizens may express their opinions concerning items of expenditure, giving their reasons for wishing the increase or decrease in any items of expense. After the public hearing, the Council shall analyze the budget, making any additions or deletions which they feel appropriate, and shall, at least twenty (20) days prior to the beginning of the next fiscal year, adopt the budget by a favorable majority vote of all members of the Council. Should the Council take no action on or prior to such day, the budget, as submitted, shall be deemed to have been finally and unanimously adopted by the Council.

**B. Balanced Budget**

The goal of the City is to balance the operating budget with the current revenues, whereby, current revenues would match and fund on-going expenditures/expenses.

**C. Planning**

The budget process will be coordinated so that major policy issues are identified prior to the budget approval date. This will allow the City Council adequate time for consideration of appropriate decisions and analysis of financial impacts.

**D. Reporting**

Summary financial reports will be presented to the City Council quarterly. These reports will be in a format appropriate to enable the City Council to understand the overall budget and financial status. The City Administrator will also present a mid-year report to the City Council following the end of the second fiscal quarter which updates the status of projects and related financial goals set forth in the budget.

**E. Control and Accountability**

Each Department Director, appointed by the City Administrator, will be responsible for the administration of his/her departmental budget. This includes accomplishing the objectives adopted as part of the budget and monitoring each departmental budget for compliance with spending limitations.

**F. Contingency Appropriations**

The budget may include contingency appropriations within designated operating departmental budgets. These funds are to offset expenditures for unexpected maintenance or other unanticipated or unforeseen expenses that might occur during the year.

**III. Asset Management**

**A. Cash Management and Investments**

The City Council has formally approved a separate Investment Policy for the City of Stephenville that meets the requirements of the Public Funds Investment Act (PFIA), Section 2256 of the Texas Local Government Code. This policy is reviewed annually by the City Council, and it applies to all financial assets held by the City.

1. Statement of Cash Management Philosophy – The City shall maintain a comprehensive cash management program to include the effective collection of all accounts receivable, the prompt deposit of receipts to the City’s depository, the payment of obligations, and the prudent investment of idle funds in accordance with this policy.
2. Objectives - The City’s investment program will be conducted as to accomplish the following listed in priority order:
  - a. Safety of the principal invested
  - b. Liquidity and availability of cash to pay obligations when due
  - c. Receive the highest possible rate of return (yield) consistent with the City’s investment policy.
3. Safekeeping and Custody - Investments may only be purchased through brokers/dealers who meet the criteria detailed in the investment policy, which also addresses internal controls related to investments.
4. Standard of Care and Reporting – Investments will be made with judgment and care, always considering the safety of principal to be invested and the probable income to be derived. The Director of Finance is responsible for overall management of the City’s investment program and ensures all investments are made in compliance with the investment policy. An investment report, providing both summary and detailed information, will be presented to the City Council quarterly.
5. Authorized Investments – The City can currently invest in the following:
  - a. U.S Treasury and Agency securities;

- b. Obligations of this state or other states, agencies, counties, cities, rated as to investment quality by a nationally recognized investment rating firm of not less than A;
- c. Certificates of Deposit;
- d. Fully collateralized Repurchase Agreements;
- e. No-load Money Market Mutual Funds;
- f. Investment Pools that meet the requirements of PFIA.

## **B. Fixed Assets**

These assets will be reasonably safeguarded and properly accounted for, and prudently insured.

1. Capitalization Criteria – For purposes of budgeting and accounting classification, the following criteria must be capitalized:
  - The asset is owned by the City.
  - The expected useful life of the asset must be longer than one year, or extend the life of an identifiable existing asset by more than one year.
  - The original cost of the asset must be at least \$1,000.
  - The asset must be tangible.
  - On-going repairs and general maintenance are not capitalized.
2. New Purchases – All costs associated with bringing the asset into working order will be capitalized as part of the asset costs. This will include start up costs, engineering or consultant type fees as part of the asset cost once the decision or commitment to purchase the asset is made. The cost of land acquired should include all related costs associated with its purchase.
3. Improvements and Replacement – Improvements will be capitalized when they extend the original life of an asset or when they make the asset more valuable than it was originally. The replacement of assets' components will normally be expensed unless they are of a significant nature and meet all the capitalization criteria.
4. Contributed Capital – Infrastructure assets received from developers or as a result of annexation will be recorded as equity contributions when they are received.
5. Distributions Systems – All costs associated with public domain assets, such as streets and utility distribution lines will be capitalized in accordance with the capitalization policy. Costs should include engineering, construction and other related costs including right-of-way acquisition.
6. Reporting and Inventory – The Finance Department will maintain the permanent records of the City's fixed assets, including description, cost, department of responsibility, date of acquisition, depreciation and expected useful life. Periodically, random sampling at the department level will be performed to inventory fixed assets assigned to that department. Responsibility for safeguarding the City's fixed assets lies with the department Director whose department has been assigned the asset.

#### **IV. Debt Management**

The City of Stephenville recognizes the primary purpose of capital facilities is to provide services to the citizens. Using debt financing to meet the capital needs of the community must be evaluated according to efficiency and equity. Efficiency must be evaluated to determine the highest rate of return for a given investment of resources. Equity is resolved by determining who should pay for the cost of capital improvements. In meeting demand for additional services, the City will strive to balance the needs between debt financing and “pay-as-you-go” methods. The City realizes that failure to meet the demands of growth may inhibit its continued economic vitality, but also realizes that too much debt may have detrimental effects on the City’s long-range financial condition.

The City will issue debt only for the purpose of acquiring or constructing capital assets for the general benefit of its citizens and to allow it to fulfill its various purposes as a city.

- A. Usage of Debt** – Debt financing will be considered for non-continuous capital improvements which citizens will be benefited. Alternatives for financing will be explored prior to debt issuance and include, but not limited to:

- Grants
- Use of Reserve Funds
- Use of Current Revenues
- Contributions from developers and others
- Leases
- Impact Fees

When the City utilizes long-term financing, it will ensure that the debt is soundly financed by conservatively projecting revenue sources that will be used to pay the debt. It will not finance the improvement over a period of time greater than the useful life of the improvement and it will determine that the cost benefit of the improvement, including interest costs, is positive to the community.

**B. Types of Debt** –

1. General Obligation Bonds – General obligation bonds must be authorized by a vote of the citizens of Stephenville. They are used only to fund capital assets of the general government and are not to be used to fund operating needs of the City. The full faith and credit of the City as well as the City’s ad valorem taxing authority back general obligation bonds. Conditions for issuance of general obligation debt include:
  - When the project will have a significant impact on the tax rate;
  - When the project may be controversial even though it is routine in nature; or
  - When the project falls outside normal bounds of projects the City has typically done.
2. Revenue Bonds – Revenue bonds will be issued to provide for the capital needs of any activities where the capital requirements are necessary for a continuation or expansion of a service. The improved activity shall produce a revenue stream to fund the debt service requirements of the necessary improvement to provide service expansion. The average life of the obligation should not exceed the useful life of the asset(s) to be funded by the bond issue.

3. Certificates of Obligation (CO's) – Certificates of obligation or contract obligations may be used to fund capital requirements that are not otherwise covered either by general obligation or revenue bonds. Debt service for CO's may be either from general revenues (tax-supported) by a specific revenue stream(s) or a combination of both. Typically, the City may issue CO's when the following conditions are met:

- When the proposed debt will have a minimal impact on future effective property tax rates;
- When the projects to be funded are within the normal bounds of city capital projects, such as roads, parks, various infrastructure and City facilities; and
- When the average life of the obligation does not exceed the useful life of the asset(s) to be funded by the issue.

Certificates of obligation will be the least preferred method of financing and will be used with prudent care and judgment by the City Council. Every effort will be made to ensure public participation in decisions relating to debt financing.

- C. Method of Sale** – The City will use a competitive bidding process in the sale of bonds unless a condition in the bond market or the nature of the issue warrants a negotiated bid. In such situations, the City will publicly present the reasons for the negotiated sale. The City will rely on the recommendation of the financial advisor in selection of the underwriter or direct purchaser.
- D. Disclosure** – Full disclosure of operating costs along with capital costs will be made to the bond rating agencies and other users of financial information. The City staff, with the assistance of the financial advisor and bond counsel, will prepare the necessary materials for presentation to the rating agencies and will aid in the production of the preliminary Official Statements. The City will take the responsibility for the accuracy of all financial information released.
- E. Federal Requirements** – The City will maintain procedures to comply with arbitrage rebate and other Federal requirements.
- F. Debt Restructuring** – The City will issue bonds not to exceed the useful life of the asset being financed. The structure should approximate level debt service unless operational matters dictate otherwise. Market factors, such as the effects of tax-exempt designations, the cost of early redemption options and the like, will be given consideration during the structuring of long-term debt instruments.
- G. Debt Coverage Ratio** – Refers to the number of times the current combined debt service requirements or payments would be covered by the current operating revenues, net of on-going operating expenses of the City's combined utilities (Water and Wastewater). The current bond ordinance for outstanding utility debt requires a combined minimum 1.25 times coverage ratio.
- H. Bond Reimbursement Resolutions** – The City may utilize bond reimbursements a tool to manage its debt issues, due to arbitrage requirements and project timing. In so doing, the City uses its capital reserves "cash" to delay bond issues until such time when issuance is favorable and beneficial to the City.

The City Council may authorize a bond reimbursement resolution for General Capital projects that have a direct impact on the City's ad valorem tax rate when the bonds will be issued within the term of the existing City Council.

The City Council may also authorize revenue bond reimbursements for approved utility and other self-supporting capital projects.

## **V. Other Funding Alternatives**

When at all possible, the City will research alternative funding opportunities prior to issuing debt or increasing user-related fees.

- A. Grants** – All potential grants will be examined for any matching requirements and the source of those requirements identified. A grant funding worksheet, reviewed by Finance, that clearly identifies funding sources, outcomes and other relevant information will be presented and approved by the City Council prior to any grant application being submitted. It must be clearly understood that any resulting operation requirements of the grant could be discontinued once the term and conditions of the project have been terminated. The City Council must authorize acceptance of any grant funding.
- B. Use of Reserve Funds** - The City may authorize the use of reserve funds to potentially delay or eliminate a proposed bond issue. This may occur due to higher than anticipated fund balances in prior years, thus eliminating or reducing the needs for debt proceeds, or postpone a bond issue until market conditions are more beneficial or timing of the related capital improvements does not correspond with the planned bond issue. Reserve funds used in this manner are replenished upon issuance of the proposed debt.
- C. Developer Contributions** – The City will require developers who negatively impact the City's utility capital plans to offset those impacts.
- D. Leases** – The City may authorize the use of lease financing for certain operating equipment when it is determined that the cost benefit of such arrangement is advantageous to the City.
- E. Impact Fees** – The City will impose impact fees as allowable under state law for both water and wastewater services. These fees will be calculated in accordance with statute and reviewed at least every three years. All fees collected will fund projects identified within the Fee study and as required by state laws.

## **VI. Financial Conditions and Reserves**

The City of Stephenville will maintain budgeted minimum reserves in the ending working capital/fund balances to provide a secure, healthy financial base for the City in the event of a natural disaster or other emergency, allow stability of City operations should revenues fall short of budgeted projections and



provide available resources to implement budgeted expenditures without regard to actual timing of cash flows into the City.

- A. Operational Coverage** – The City’s goal is to maintain operations coverage of 1.00, such that operating revenues will at least equal or exceed current operating expenditures. Deferrals, short-term loans, or one-time sources will be avoided as budget balancing techniques.
- B. Operating Reserves** – City wide the City will maintain reserves at a minimum of ninety (90) days (25%) of net budgeted operating expenditures. Net budgeted operating expenditures are defined as total budgeted expenditures less interfund transfers and charges, general debt service (tax-supported), direct cost for purchased power and payments from third party grant monies.
  - 1. General Fund – The unobligated fund balance in the General Fund should equal at least ninety (90) days or 25% of annual budgeted General Fund expenditures.
  - 2. Utility Fund –Working capital reserves in the Utility Fund should be 25% or ninety (90) days.

For all other funds, the fund balance is an indication of the balance of each particular fund at a specific time. The ultimate goal of each such fund is to have expended the fund balance at the conclusion of the activity for which the fund was established.

Reserve requirements will be calculated as part of the annual budget process and any additional required funds to be added to the reserve balances will be appropriated within the budget. Funds in excess of the minimum reserves may be expended for City purposes at the will of the City Council once it has been determined that the use of the excess will not endanger reserve requirements in future years.

- C. Liabilities and Receivables** – Procedures will be followed to maximize discounts and reduce penalties offered by creditors. Current liabilities will be paid within 30 days of receiving the invoice. Accounts receivable procedures will target collection for a maximum of 30 days of service. Receivables aging past 120 days will be sent to a collection agency.
- D. Capital Projects Funds** – Every effort will be made for all monies within the Capital Projects Funds to be expended within thirty-six (36) months of receipt. The fund balance will be invested and income generated will offset increases in construction costs or other costs associated with the projects. Capital project funds are intended to be expended totally, with any unexpected excess to be transferred to the Debt Service Fund to service project-related debt service.
- E. General Debt Service Funds** - Revenues within this fund are stable, based on property tax revenues. Balances are maintained to meet contingencies and to make certain that the next year’s debt service payments may be met in a timely manner. The fund balance should not fall below one month or 1/12<sup>th</sup> annual debt service requirements, in accordance with IRS guidelines.
- E. Investment of Reserve Funds** - The reserve funds will be invested in accordance with the City’s investment policy.

## **VII. Internal Controls**

- A. Written Procedures** – Wherever possible, written procedures will be established and maintained by the Director of Finance for all functions involving cash handling and/or accounting throughout the City. These procedures will embrace the general concepts of fiscal responsibility set forth in this policy statement.
- B. Department Directors Responsibility** - Each department director is responsible for ensuring that good internal controls are followed throughout the department, that all Finance Department directives are implemented and that all independent auditor internal control recommendations are addressed.

# Basis of Accounting/Budgeting

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The budgetary and accounting policies contained in the budget document conform to generally accepted accounting principles (GAAP) as established by the Governmental Accounting Standards Board (GASB). The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate budgetary and accounting entity. Within the budget, the City's various funds are grouped into the following categories of fund types:

**Governmental Fund Types** – Include the General Fund, Debt Service Fund, Special Revenue Funds, and Capital Projects Fund. The City accounts and budgets for all general government funds using the modified accrual basis. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual (i.e., both measurable and available). Available revenues collected within the current period or soon thereafter are used to pay liabilities of the current period. Expenditures represent a decrease of financial resources, and other than interest on general long-term debt, are recorded when the fund liability is incurred, if measurable. Interest on general long-term debt is recorded when due. Exceptions to this general rule include: (1) accumulated unpaid vacation, sick pay, and other employee benefits which are not accrued; (2) principal and interest on general long-term debt which is recognized when due; and (3) prepaid expenses, which are not recorded.

**Proprietary Fund Types** – Include the Utility Fund, and are accounted and budgeted for on a cost-of-services or “capital maintenance” measurement focus, using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recognized when incurred. For purposes of this budget presentation, depreciation is not displayed and capital expenditures and bond principal payments are shown as utilized by each fund.

## **Governmental Fund Types**

Governmental Fund Types are those through which most governmental functions of the City are financed. The acquisition, use, and balances of the City's expendable resources and the related liabilities (except those accounted for in the Proprietary and Fiduciary types) are accounted for through the Governmental Fund Types.

**General Fund:** The General Fund is the general operating fund of the City and accounts for the ordinary operations of the City that are financed from taxes and other general revenues. It is used to account for all financial resources except those required to be accounted for in another fund. Major functions financed by the General Fund include: Administration, Administrative Services, Fire and Police, Community Development and Community Services.

**Special Revenue Fund:** The Special Revenue Funds account for the accumulation and distribution of resources. The Hotel/Motel Tax Fund accounts for the tax revenues received from local hotels and bed and breakfasts and for expenditures made within guidelines of the Texas Hotel Occupancy Tax Act. The Child Safety Fund accounts for the court costs used to enhance child safety, health, nutrition; including child abuse prevention and intervention and substance abuse prevention. The LEOSE Fund accounts for restricted law enforcement officer education and training activity.

**Debt Service Fund:** The Debt Service Fund is used to account for accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs other than debt serviced by Proprietary Fund Types. The revenue source is principally ad valorem taxes levied by the City.

**Capital Projects Fund:** Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities and equipment.

### **Proprietary Fund Types**

Enterprise Funds are used to account for operations that are either financed and operated in a manner similar to private business enterprises, or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management, control, accountability, or other purposes.

**Utility Fund:** This fund accounts for water and sewer services for the residents of the City. All activities necessary to provide such services are accounted for in the fund, including administration, operation, maintenance, financing and related debt service, and billing and collection.

**Sanitary Landfill Fund:** This fund accounts for solid waste collection and disposal services provided to the residents of the City.

**Airport Fund:** This fund accounts for municipal airport services and to support air transportation and charter services.

**Storm Water Drainage Fund:** This fund accounts for the maintaining of existing storm water drainage ways and the construction of new drainage ways.

# Budget Glossary

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The Annual Budget contains specialized and technical terminology that is unique to public finance and budgeting. To help the reader of the 2015-16 Annual Budget document to better understand these terms, a budget glossary has been included.

**Account:** A term used to identify an individual asset, liability, expenditure control, revenue control, encumbrance control, or fund balance.

**Accounting System:** Records and procedures which are used to record, classify and report information on the financial status and operations of the entity.

**Accrual Basis of Accounting:** A basis of accounting under which revenues are recorded when earned and expenditures are recorded as soon as they result in liabilities for benefits received, notwithstanding that the receipt of the revenue or the payment of the expenditure may take place, in whole or in part, in another accounting period.

**Activity:** A specific and distinguishable line of work performed by one or more organizational components of a governmental unit for the purpose of accomplishing a function for which the governmental unit is responsible. See also **Function**.

**Ad Valorem Taxes:** In proportion to value. A basis for levy of taxes upon property. See **Property Taxes**.

**Amended Budget:** Includes the adopted budget for a fiscal year, plus any budget amendments or budget transfers.

**Appraised Value (Assessed Valuation):** The value of real and/or personal property assigned by the assessor as a basis for the levying of property taxes. (Property values are established by the Erath County Tax Appraisal District.)

**Appropriation:** An authorization granted by the legislative body to make expenditures and to incur obligations for specific purposes.

**Assets:** Resources owned or held by the City, which have a monetary value.

**Authorized Positions:** Employee positions, which are authorized in the adopted budget, to be filled during the year.

**Available (Undesignated) Fund Balance:** This refers to the funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

**Base Budget:** Cost of continuing the existing levels of service in the current budget year.

**Bond:** A long-term IOU or promise to pay a sum of money (the face amount of the bond) on a specific date(s) (the bond maturity date) at a specified interest rate.

**Bonded Debt:** That portion of indebtedness represented by outstanding bonds.

# Budget Glossary

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**Bond Ordinance:** An ordinance or resolution authorizing a bond issue.

**Bond Refinancing:** The pay-off and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

**Budget:** An annual plan of financial operation embodying an estimate of proposed expenditures and the estimated means of financing them. The approved budget is authorized by ordinance and thus specifies the legal spending limits for the fiscal year.

**Budget Calendar:** The schedule of key dates which the City follows in the preparation and adoption of the budget.

**Budget Document:** The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the City Council.

**Budget Message:** The opening section of the budget which provides the City Council and the public with a summary of the most important aspects of the budget, changes from previous years and views and recommendations of the City Administrator.

**Budget Ordinance:** The official enactment, by the City Council, to legally authorize the City Staff to obligate and expend the resources of the City.

**Capital Improvements Program (CIP):** A long-range plan for providing the capital outlays necessary to ensure that adequate services are provided the residents of the City. The plan includes improvements to, or the acquisition of, structural improvements and major equipment purchases.

**Capital Projects Fund:** A fund created to account for financial resources to be used for the acquisition and/or the construction of major capital facilities or equipment.

**Capital Outlays:** Expenditures for items which have a useful life in excess of one year and a purchase cost of at least \$1,000. Included in this category is the cost of land, buildings, permanent improvements, machinery, large tools, rolling and stationary equipment.

**Cash Basis of Accounting:** The basis of accounting in which transactions are recorded when cash is either received or disbursed.

**Cash Management:** The proper management of the cash necessary to pay for government services while investing temporary, idle, excess cash in order to earn interest revenue.

**Certificates of Obligation (CO's):** Bonds that finance a variety of public improvement projects which can be backed by general revenues, backed by a specific revenue stream, or a combination of both. Certificates of obligation will be used to fund capital assets where bond issues are not warranted as a result of the cost of the asset(s) to be funded through the instrument. This type of bond generally does not require voter approval.

# Budget Glossary

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**City Charter:** The document that establishes the City as an incorporated political subdivision (municipal government) in accordance with the statutes of the State of Texas.

**Contingency:** A budgetary reserve set aside for emergencies or unforeseen expenditures.

**Current Taxes:** Taxes that are due within one year.

**Debt Service Fund:** The fund used to account for the payment of principal and interest on all long-term debt.

**Delinquent Taxes:** Real or personal property taxes that remain unpaid on or after February 1<sup>st</sup> of each year upon which penalties and interest are assessed.

**Department:** A major administrative organizational unit of the City, which indicates overall management responsibility of one or more activities.

**Deficit:** The excess of expenditures over revenues during an accounting period.

**Depreciation:** The process of estimating and recording the expired useful life of a fixed asset which is used to distribute its cost over its revenue producing years.

**Encumbrance:** The commitment of appropriate funds to purchase an item or service. To encumber funds means to set aside or commit funds for specified future expenditure.

**Enterprise Fund:** A fund established to finance and account for operations (1) that are financed and operated in a manner similar to private business enterprises- where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

**Erath County Appraisal District:** An entity established by the State of Texas to ensure uniform property appraisals for all taxing entities in Erath County.

**Expenditure:** Funds spent in accordance with the budgeted appropriations on assets or goods and services obtained.

**Expenses:** A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

**Fiscal Year:** A 12-month period to which the annual operating budget applies. (The City of Stephenville has established October 1 through September 30 as its fiscal year.)

**Fixed Asset:** Assets of a long-term character, which are intended to continue to be held or used. Examples of fixed assets include items such as land, buildings, machinery, furniture and other equipment.

# Budget Glossary

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**Franchise Fee:** A fee paid by public service businesses for the use of City streets, alleys and property in providing their services to the citizens of the City. Services requiring franchises include electricity, telephone, natural gas, cable television, sanitation, taxicab, water and wastewater.

**Full Faith and Credit:** A pledge of the general taxing power of the City to repay debt obligations (the term typically used in reference to bonds.)

**Full Time Equivalent (FTE):** A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year, or full value of one for a full-time position.

**Function:** A group of related activities aimed at accomplishing a major service for which the City is responsible. For example, public safety is a function.

**Fund:** An accounting entity with a self-balancing set of accounts that record financial transactions for specific activities or government functions.

**Fund Balance:** The excess of assets over liabilities and reserves.

**General Fund:** The fund established to account for those resources devoted to financing the general administration of the City and traditional services provided to citizens. Service activities include fire and police protection, streets, drainage, park maintenance and recreational activities.

**General Ledger:** A listing of various accounts, which are necessary to reflect the financial position of a fund.

**Generally Accepted Accounting Principles (GAAP):** The uniform minimum standards and guidelines for financial accounting and reporting. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

**General Obligation Bonds:** Bonds that finance a variety of public improvement projects, which pledge the full faith, credit and taxing power of the City. This type of bond requires voter approval.

**Grants:** Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity or facility.

**Impact Fees:** Fees assessed to developers to help defray a portion of the costs that naturally result from increased development. By Texas law, these fees must be used for capital acquisition or debt service relating to capital projects.

**Infrastructure:** Roads, bridges, curbs and gutters, street, sidewalks, drainage systems, lighting systems, water lines, wastewater lines and other improvements that are installed for the common good.

**Intrafund Transfers:** Funds transferred from one fund to another fund for specific purposes: i.e., debt service, reimbursement for services.



# Budget Glossary

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**Intergovernmental Revenue:** Funds received from federal, state and other local government sources in the form of grants, shared revenues and payments in lieu of taxes.

**Investments:** Securities purchased and held for the production of income in the form of interest, dividends, rentals or base payments.

**Invoice:** A bill requesting payment for goods or services by a vendor or other governmental unit.

**Levy:** To impose taxes, special assessments, or service charges for the support of City activities.

**Liabilities:** Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date. This term does not include encumbrances.

**Line-Item Budget:** A budget prepared along departmental lines that focus on what is to be bought.

**Modified Accrual Accounting:** A basis of accounting in which expenditures are accrued, but revenues are accounted for on a cash basis. This accounting technique is combination of cash and accrual accounting since expenditures are immediately incurred as a liability, while revenues are not recorded until they are actually received.

**Object of Expenditure:** An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, and furniture.

**Objective:** Desired output oriented accomplishments, which can be measured and achieved within a given time frame.

**Operating Budget:** Operating budgets serve many purposes within a governmental entity, but they have two primary purposes: (1) to plan the services that are going to be offered during the coming year and set priorities; (2) to conform with legal requirements to ensure that expenditures do not exceed those appropriated. Operating budgets are also called Annual Budgets. See **Budget**.

**Ordinance:** A formal legislative enactment by the governing board of a municipality.

**Pay-as-you-go Basis:** A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

**Performance Measure:** Data collected to determine how effective or efficient a program is in achieving its objectives.

**Personnel Costs:** Costs related to compensating employees including salaries, wages, insurance, payroll taxes and retirement contributions.

**Property Tax:** Ad valorem tax levied on both real and personal property according to the property's valuation and the tax rate.

# Budget Glossary

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**Real Property:** Property classified by the State Property Tax Board including residential single and multi-family, vacant lots, acreage, farm and ranch improvements, commercial and industrial, and oil, gas and other mineral reserves.

**Refunding Bonds:** Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.

**Reserves:** An account used to indicate that a portion of a fund balance is restricted for a specific purpose.

**Resolution:** A special or temporary order of the City; an order of the City requiring less legal formality than an ordinance.

**Retained Earnings:** The equity account reflecting the accumulated earnings of the Proprietary Funds.

**Revenue:** Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, shared revenues and interest income.

**Revenue Bonds:** Bonds whose principal and interest are payable exclusively from a revenue enterprise or project, pledged as the funding source before issuance.

**Services:** Operational expenses related to professional or technical services and other outside organizations.

**Special Assessment:** Charges imposed against property because that property receives a special benefit by virtue of some public improvement, separate and apart from the general benefit accruing to the public at large.

**Special Revenue Fund:** A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes.

**Supervisory Control and Data Acquisition (SCADA):** Electronic monitoring of water pump stations, sewer lift stations, pumps and motors at the wastewater treatment plant.

**Surplus:** The excess of the assets of a fund over its liabilities, or if the fund has other resources and obligations; the excess of resources over the obligations. The term should not be used without a properly descriptive adjective unless its meaning is apparent from the context. See also Fund Balance.

**Tax Base:** The total value of all real, personal and mineral property in the City as of January 1<sup>st</sup> of each year, as certified by the Erath County Appraisal District. The tax base represents net value after all exemptions.

# Budget Glossary

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**Tax Levy:** The total amount to be raised by general property taxes for purposes specified in the Tax Levy Ordinance.

**Tax Levy Ordinance:** An ordinance by means of which taxes are levied.

**Tax Rate:** The amount of tax stated in terms of a unit of the tax base; for example, 44 cents per \$100 of assessed valuation of taxable property.

**Tax Roll:** The official list showing the amount of taxes levied against each taxpayer or property.

**Transfers In/Out:** Amounts transferred from one fund to another to assist in financing the services or programs for the recipient fund.

**User Charges:** The payment of a fee for a direct receipt of a public service by the party benefiting from the service.

**Unencumbered Fund Balance:** For budget purposes, the unencumbered fund balance is the amount of undesignated fund balance of a fund available for allocation.

**Unreserved Fund Balance:** The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**Unreserved Fund Balance:** The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**Working Capital:** For enterprise funds, the excess of current assets over current liabilities. Working capital of a fund is important because budgeted expenditures of the fund must be provided for from cash receipts during the year supplemented by working capital carried over from prior years, if any.